WELCOME LETTER
2012 SuperCorrExpo
Georgia World Congress Center, Atlanta, GA
Show Dates: October 1-4

Dear SuperCorrExpo 2012 Exhibitor,

Welcome to SuperCorrExpo!

We are pleased that you will be joining us for SuperCorrExpo 2012. The Exhibit Hall will be open Monday, October 1st through Thursday, October 4th. Show Events will begin the evening of Sunday, September 30th and run through Thursday, October 4th. For additional program information, please visit the official show website at www.supercorrexpo.org.

This Exhibitor Service Manual has been carefully planned and organized to help you prepare for a successful show! It is intended to be the one resource and reference guide that will assist you in the planning process for SuperCorrExpo. Pay close attention and adhere to the deadline dates when ordering products and services from show vendors – the savings can be substantial.

The SuperCorrExpo Management Team along with TAPPI and AICC are available to help you with your exhibiting experience. On behalf of the entire staff of the 2012 SuperCorrExpo, we appreciate your participation and look forward to seeing you in Atlanta.

Let's have a great show!

Sincerely,

Kristi Ledbetter

Kristi Ledbetter
TAPPI Corrugated Division Manager

CONTACT LIST
2012 SuperCorrExpo
Georgia World Congress Center, Atlanta, GA
Show Dates: October 1-4

SHOW MANAGEMENT

Operations Contact
Grayson Lutz
Phone 678-471-5838
E-mail glutz@tappi.org

Sales/Sponsorships Opportunities Contact
Linda Cohen
Phone 914-944-0135
E-mail lcohen@tappi.org

Program Contact
Raine Hyde
Phone 770-209-7256
E-mail rhyde@tappi.org

Corrugated Week Team Lead
Kristi Ledbetter
TAPPI Corrugated Division Manager
Phone 770-209-7319
E-mail kledbetter@tappi.org

TAPPI Member Connections
1-800-332-8686 (US)
1-800-446-9431 (Canada)
+1-770-446-1400 (Worldwide)
memberconnection@tappi.org

CONTACT LIST
2012 SuperCorrExpo
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OFFICIAL SHOW PROVIDERS / EXCLUSIVE CONTRACTORS

Catering
Levy Restaurants
285 Andrew Young International Blvd, N.W.
Atlanta, GA 30313-1591
Phone 404-223-4500
Fax 404-223-4511
www.gwcc.com

Booth Cleaning
Shepard Exposition Services
1531 Carroll Drive NW
Atlanta, GA 30318
Phone 404.720.8600
Fax 404-720-8755
E-mail atlanta@shepardes.com
www.shepardes.com

Electrical
Georgia World Congress Center
Engineering Department
285 Andrew Young International Blvd.
Atlanta, GA 30313
Phone 404-223-4800
Fax 404-223-4813
www.gwcc.com

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Freight/Material Handling
Shepard Exposition Services
1531 Carroll Drive NW
Atlanta, GA 30318
Phone 404.720.8600
Fax 404.720.8755
E-mail atlanta@shepardes.com
www.shepardes.com

General Service Contactor
Shepard Exposition Services
1531 Carroll Drive NW
Atlanta, GA 30318
Phone 404.720.8600
Fax 404.720.8755
E-mail atlanta@shepardes.com
www.shepardes.com

Labor
Shepard Exposition Services
1531 Carroll Drive NW
Atlanta, GA 30318
Phone 404.720.8600
Fax 404.720.8755
E-mail atlanta@shepardes.com
www.shepardes.com

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Lead Retrieval and Registration

QMS Services, Inc.
6840 Meadowridge Court
Alpharetta, Georgia 30005
Customer Service Number 678-341-3042
Fax 678-341-3099
E-mail sce@qmsreg.com

Telecommunications/Internet/Wireless Service

CCLD
285 Andrew Young International Blvd., NW
Atlanta, GA 30313
Phone 404-222-5500
Fax 404-222-5514
E-mail info@ccld.net
http://www.ccld.net

OFFICIAL SHOW PROVIDERS / NON-EXCLUSIVE CONTRACTORS

Car Rental

AVIS
Phone 800-831-8000
Website www.avis.com
TAPPI Discount Code AWD: #U226600

HERTZ
Phone 800-654-3131
Website www.hertz.com
TAPPI Discount Code CDP: #1752380

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Floral/Plant
TLC National
Phone 770-507-6777
Fax 770-474-4676
E-mail plant@tlcflorist.com
Website www.tlc-florist.com

Furniture/Accessories
Shepard Exposition Services
1531 Carroll Drive NW
Atlanta, GA 30318
Phone 404-720-8600
Fax 404-720-8755
E-mail atlanta@shepardes.com
www.shepardes.com

Insurance
John Buttine Insurance Inc.
33 East 33rd Street, 5th Floor
New York, NY 10016
Phone 212-697-1010 Ext. 49
E-mail kar@buttine.com
www.buttine.com

International Freight Forwarder
Agility Fairs and Event Logistics, LLC
1075 Zonolite Road, Suite 6
Atlanta, GA 30306
Phone 404-815-8816
Fax 404-724-9135
E-mail mchurch@agilitylogistics.com
www.agilitylogistics.com

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Photography
Tony Benner Photography
1039 North Virginia Avenue NE
Atlanta, GA 30306
Phone 404-875-7889
Fax 404-875-1187
E-mail tbenner@mindspring.com
www.tonybennerphotography.com

Video Production
Access Video Productions
Phone 678-361-6151
E-mail sclearie@gmail.com
www.accessvidpro.com

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Aisle Space
Exhibitors shall not solicit business in the aisle or engage in any activity that leads to congestion in the aisles.

Americans with Disabilities Act
Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by law; (ii) that its exhibit will comply with the Americans with Disabilities Act ("ADA") and with any regulations implemented by that Act; and (iii) that it shall indemnify and hold TAPPI harmless from and against any and all claims and expenses, including attorneys' fees and litigation expenses, that may be incurred by or asserted against TAPPI, its officers, directors, agents, or employees on the bases of Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

Attendee Restrictions
The 2012 SuperCorrExpo is open to the trade only. Under no circumstances will children under 16 years of age be admitted to the exhibit floor during move-in/move-out times or during exhibit hall hours.

Booth Staffing
Exhibits must be manned during official show hours. Booth representatives shall wear show identification badges furnished by the 2012 SuperCorrExpo. No other identification will be considered valid if worn without the official show badge and badge holder.

Booth Cleaning
Show Management will provide aisle cleaning and cleaning crews for general exhibit hall clean up before show opening each show day. Exhibitors must arrange through Shepard, at their expense, for their own individual booth cleaning if desired.

Decimeter Guidelines
Sound presentations will be permitted if tuned to conversational levels and if not objectionable to neighboring exhibitors. Sound must not carry beyond the immediate area of display. Loudspeakers must be positioned to direct sound into the center of the exhibit and may not point out into the aisles. Noise resulting from exhibitor demonstrations or presentations should not interfere or disturb surrounding exhibitors and their patrons or cause aisles to become blocked. Exhibitors will receive a first and second warning if sound levels are excessive. Receiving a third warning will result with all electrical power to the booth terminated for the

remainder of the show day. The exhibitor will be responsible for charges to reconnect electrical service to the booth.

Demonstrations/Booth Entertainment

As a matter of safety and courtesy to others, exhibitors should conduct presentations and demonstrations in a manner which assures all exhibitor personnel and attendees, as well as the sound and entertainment itself, are within the limits of the contracted exhibit space and do not overflow into aisle space or neighboring exhibit spaces. It is the responsibility of each exhibitor to arrange displays, product or machinery in a manner that will ensure compliance. If entertainment or demonstration volume is disruptive to neighboring booths, Show Management reserves the right to request the entertainment or demonstration cease or be limited. In addition, all samples, literature and giveaways must be distributed within the limits of the contracted exhibit space. **TAPPI does not allow live music to be played on the show floor.**

Dismantling

Thursday, October 4	3:00pm – 10:00pm
Friday, October 5	8:00am – 5:00pm
Saturday, October 6	8:00am – 5:00pm

All displays must remain intact until the official close of the show. No exhibitor may begin dismantling, packing or moving-out prior to the close of show at 3:00pm on Thursday, October 4th. Anyone dismantling their booth before 3:00pm will lose Priority Booth Selection points and jeopardize their company's participation in future TAPPI exhibits.

Exhibits must be removed by 5:00pm pm on Saturday, October 6th from the Exhibit Hall. Your freight carrier must check in at the Shepard Exposition Service Desk by 5:00pm on October 6th or your shipment will be re-routed by SES. Please do not leave your booth unattended at anytime before your materials are completely packed and ready to ship. Please contact someone at the Shepard Exposition Service Desk for shipping information and a bill of lading. Objects that have been left behind in the exhibit space will be removed by SES at the expense of the exhibitor.

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Exhibit Hall Access (For Exhibitors on Show Days)
Exhibitors will be allowed on the Exhibit Hall (1) hour before the exhibit opens and remain in their booths (1) hour after the exhibit hall closes. The security schedule will be set with this in mind so please be aware that you will not be allowed in the hall at any other times. Please make sure you don't leave any personal items you might need overnight in your booth because the hall will be locked after the allotted time.

Exhibitors who plan press conferences, training sessions or special customer demonstrations prior to approved access times should notify Show Management at least 14 days prior to the show and will need written approval.

Exhibit Space Payment
Show Management will permit no exhibit installation unless all fees are paid in full.

Exhibitor Appointed Contractors (EACs)
Exhibitors may select any contractor for installation and dismantling services, provided the contractor has met all requirements of the Georgia World Congress Center and Shepard Exposition Services. Shepard Exposition Services must be informed of intent to use an Exhibitor Appointed Contractor (EAC) by submitting the Exhibitor Appointed Contractor Notification Form.

Exhibitor Service Desk
The Exhibitor Service Desk will be located on the Exhibit Floor and will be open from 8:00am-5:00pm during official show move-in days.

Exposed Walls
All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from aisles or other adjoining booths. Exposed back and sidewalls may not display copy, logos, or advertising. Exhibitors using curved pop-up backdrops/displays may be required to provide side masking drape at their expense if the curvature exposes the back scaffolding.

Fire and Safety Regulations
Exhibitors are expected to comply with all city regulations in effect at the Georgia World Congress Center. Any and all material used in the construction of an exhibit/display must be non-combustible and flameproof. It should be noted that the Fire Marshal has final say on any jurisdiction disputes. Exhibit booths shall not interfere with access to emergency exits or

restrict visibility of emergency exit signs. Exhibits and displays may not obstruct any aisles or public space. Smoke alarms and ABC type fire extinguisher will be required in two-story (double-decker) booths.

Floor Covering/Carpet
The Exhibit Hall is **NOT** carpeted. **All exhibitors are required to have a floor covering in their booth space.** You may order carpet through Shepard Exposition Services.

Food and Beverage Sample Distribution
All food and beverages handed out by an exhibitor must be ordered through the exclusive in-house catering and food service provider at the Georgia World Congress Center. The making and/or distribution of popcorn is not permitted on the show floor.

Gratuities
The solicitation of gratuities by service personnel for services to be rendered is against TAPPI policy. Persons soliciting gratuities should be reported to the TAPPI Exhibits Manager immediately. Exhibitors should note that advance gratuities given to service personnel (with or without their solicitation) will not expedite the service the exhibitor will receive. Exhibitors may be subject to cancellation of their display in the event that the aforementioned rules are violated (refer to Show Rules). Service personnel violating these rules will be subject to immediate dismissal by Show Management.

Hanging Signs
Hanging signs are permitted in Island Booths and Peninsular Booths ONLY. Please review the Hanging Sign Guidelines under Other Important Considerations on the last page of the Rules & Regulations. Please also be sure to contact Shepard Exposition Services to order rigging services. No signs or advertising devices shall be displayed outside exhibit space. Nothing shall be posted, tacked or otherwise attached to columns, walls, floors or other parts of the building or furniture. For additional questions regarding signage within the confines of your exhibit space, please contact Grayson Lutz at glutz@tappi.org.

Hosted Events by Suppliers/Hotel Meetings/Hospitality Functions
As a courtesy to all conference participants, TAPPI requires that companies planning to host extracurricular events schedule them so as not to conflict with scheduled TAPPI activities such as technical sessions, committee meetings, receptions, exhibit hours, award ceremonies, group

meals, or other conference functions. If you are planning to host a group event, please contact Grayson Lutz at glutz@tappi.org or 678-471-5838.

Installation
Installation of displays must be under way no later than 9:00am Monday, October 1st, unless otherwise discussed with Show Management. If installation has not begun at that point, Show Management reserves the right to have the display installed at the expense of the exhibitor, or to assign the space to another exhibitor.

Insurance & Liability
Exhibitors shall, at their sole cost and expense, procure and maintain throughout the term of their contract for exhibit space, *comprehensive general liability* insurance against claims for bodily injury and property damage occurring in/upon or resulting from the premises leased. Such insurance shall include contractual liability and products liability coverage with combined and single limits of liability of no less than $1,000,000. Exhibitors shall, at their sole cost and expense, procure and maintain throughout the term of their contract for exhibit space, *worker's compensation* covering all of the exhibitor's employees engaged in the performance of any work for the exhibitor. Exhibitors are responsible for insuring the safety of their personal property and exhibit materials from theft, damage, accident, fire and other causes. All exhibit materials remain in the exhibitor's care, custody and control at all times. The exhibitor agrees by signing the Exhibit Space Contract/Booth Application, to carry appropriate insurance to cover these risks. Show Management assumes no liability or responsibility.

Lead Retrieval
Don't miss the opportunity to capture, qualify and follow-up on important sales leads. Rent a lead retrieval unit, which will help you to create an electronic database with a simple scan. Lead retrieval units can be ordered through QMS, the SuperCorrExpo Official Registration Partner. Order forms are included within the Service Manual.

Literature/Product Distribution
Exhibitors must confine their exhibit activities to the space for which they have contracted. Distribution outside of the booth space is strictly prohibited.

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Marketing Resources

TAPPI is committed to helping you have a successful experience at SuperCorrExpo 2012. As a SuperCorrExpo 2012 exhibitor, TAPPI offers a vast array of marketing and promotional opportunities designed with the flexibility to fit any budget and is customizable to meet your particular marketing objectives. We encourage exhibitors to invite customers and potential customers to come visit the show. To accomplish this, we will make resources available in the Exhibitor section of www.supercorrexpo.org. Visit this section for ways to promote your participation and presence at SuperCorrExpo!

Easy steps include posting a SuperCorrExpo banner on your webpage, reference the show and your booth number in each sales representatives outgoing email signature, and sending email campaigns to your customer base. Increase brand awareness, drive booth traffic and multiply your ROI. Our experienced sales representatives will work with you to create a marketing program that is uniquely yours. Take advantage of our sponsorship and event marketing opportunities and set yourself apart from your competition!

Music Licensing

Music licenses are required through ASCAP (American Society of Composers, Authors & Publishers) at licensing@ascap.com or 800.505.4052 and BMI (Broadcast Music Inc.) at licensing@bmi.com or 877.264.2139 for any live or recorded music. Music licenses can be requested by contacting ASCAP & BMI using the contact information provided below.

P.A. Announcements

Show Management will restrict announcements to general show and public safety information only.

Photography/Videotaping

Photographing and videotaping within the Exhibit Hall is restricted to 1) the official SuperCorrExpo photographer and video crew 2) photographers and video crews engaged by exhibits and registered as EAC's to photograph or videotape their specific exhibit and 3) press/media who have obtained permission from exhibiting companies.

Rule & Regulations/Amendment to Regulations

Exhibitors agree to abide by the rules and regulations of Show Management by virtue of the signing of their Exhibit Space Contract/Booth Application. The Terms & Conditions are located on the back of the Exhibit Space Contracts/Booth Applications. All regulations outlined in this document will remain in effect during the entire installation, show days and dismantling. Any

and all matters not specifically covered by either of these documents will be subject solely to the judgment of Show Management and may be amended at any time.

Sales
Goods on exhibition may not be removed during the exhibition except by special permission of Show Management.

Security
Show Management will provide 24-hour perimeter security service from installation to dismantle. However, exhibitors are responsible for the security of their displays, personal items and personnel at all times. *No responsibility is assumed by Show Management or any of its contractors for merchandise lost or damaged*. Additional security is encouraged and can be ordered through the official security contractor directly.

Show Guide
Each exhibiting company is entitled to a company description/listing in the official Show Guide. To update your profile and add your company description, please follow the 5 EASY STEPS below:

1. Log on to http://admin.marketart.com
2. Enter your email (XXXXX) as your username
3. Enter your temporary password (XXXXX) and you will be taken to the Dashboard screen.
4. On the Dashboard screen, click "Edit Profile."
5. Click on each menu tab to update or enter information and then click, "Save"

Please contact Grayson Lutz at glutz@tappi.org if you do not have your username or password. Listings must be received by August 15, 2012. Listings received after this date may not make the Show Guide.

Show Schedule
Exhibitor Move-In:

Wednesday, September 26	1:00pm-5:00pm	Targeted Move-In ONLY
Thursday, September 27	8:00am-5:00pm	Targeted Move-In ONLY
Friday September 28	8:00am-5:00pm	
Saturday, September 29	8:00am-5:00pm	
Sunday, September 30	8:00am-5:00pm	
Monday, October 1	8:00am-9:00am	

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Exhibit Hall Open:	
Monday, October 1	12:00pm-5:00pm
Tuesday, October 2	12:00pm-5:00pm
Wednesday, October 3	12:00pm-5:00pm
Thursday, October 4	12:00pm-3:00pm
Exhibitor Move-Out:	
Thursday, October 4	3:00pm-10:00pm
Friday, October 5	8:00am-5:00pm
Saturday, October 6	8:00am-5:00pm

Smoking Policy
The Georgia World Congress Center is a non-smoking facility. Smoking is prohibited on the Exhibit Floor.

Storage
Storage of any kind behind exhibit booths will not be permitted. Please contact Shepard Exposition Services for accessible storage capabilities and rates.

Sub-Leasing
Exhibitor cannot assign this agreement, in whole or in part, without the prior written approval of Show Management. In the event of the merger or two Exhibitors, Show Management will use reasonable efforts to consolidate the space contracted by the Exhibitors into one location equal to the aggregate space originally purchased by the Exhibitors when they were independent. However, if that is not possible, the surviving Exhibitor will be liable for the exhibit space at the locations originally contracted by the merged Exhibitors.

Use of TAPPI Logo
Exhibitors may not duplicate the TAPPI association logo in any form. However, exhibitors may use the show logo to promote their participation in the show. The show logo can be downloaded from the official show website at www.supercorrexpo.org.

Vehicles on the Exhibit Floor
Show Management, Shepard Exposition Services, The Georgia World Congress Center and the Fire Marshal all require prior notification of booths that will contain vehicles. Please contact Grayson Lutz at glutz@tappi.org if you are planning to display any vehicles in your booth.

Exhibitors wishing to display or temporarily use gasoline or diesel motorized vehicles and equipment must conform to all state & local fire codes, including code NFPA 54 and return the enclosed form to the Center 14 days prior to official show installation.

THE TEMPORARY USE OR EXHIBITION OF GASOLINE POWERED MOTOR VEHICLES; BOATS SHALL CONFORM TO THE FOLLOWING:

- The installation or operation of all equipment shall be under the supervision of a competent operator.
- The exhibitor shall employ a Facility Security Officer whenever vehicle engines are to be used to enter the building. The Center shall determine:
    - The number of personnel and whether or not a member of the Covington Fire Department is required to be employed. (See published rates.)
- The maximum amount of fuel permitted to remain in a tank shall be five gallons for gasoline vehicles and ten gallons for diesel vehicles. (Or a maximum of 1/8 tank—whichever is lesser amount)
- A locking type gas cap shall be installed on all gas tanks, or caps secured with tape to prevent tampering and the escape of vapors.
- All batteries shall be disconnected while the vehicle is not in actual use. Exception made on Hybrid high voltage battery.
- Fueling or de-fueling of vehicles shall not take place inside the building or on the Center's property.
- Carpeting or visqueen must be placed under the vehicle for any possible leakage.
- The use of product to shine tire treads is prohibited.
- Ignition keys for vehicles on display shall be kept by a responsible person at the display location or in GWCC's security office for the removal of such vehicles from the building in event of emergency.
- Vehicles with LP-Gas fuel systems, LNG or CNG fuel systems must have the cylinder shutoff valve closed.
- Exhibitor must order visqueen from Shepard Exposition Services to be placed underneath the vehicle once in position to protect floor covering from any leakage.

Violation of above Show Regulations

If an exhibitor is in violation of one or more of the rules listed above, the exhibitor may be asked to leave the show, removing his exhibit at his own expense and will jeopardize his right to

exhibit in future TAPPI shows. Any and all matters or questions not specifically covered by the show rules and regulations shall be subject solely to the decision of Show Management. These rules and regulations may be amended at any time by the Sponsors and all amendments made shall be binding on exhibitors equally with the foregoing rules and regulations.

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2012 SuperCorrExpo® Exhibit Rules and Regulations

TAPPI, the leading association for the worldwide pulp, paper & allied industries is the owner and organizer of SuperCorrExpo, hereinafter referred to as "Show" and Show includes the exhibits and any official conferences occurring with the Show. "Exhibitor" refers to the company or entity making application to rent or use space at the Show and/or sponsoring activities at the Show.

1. SPACE RENTAL CHARGE. The exhibit space rental charge is $25 per sq.ft. There is a $100 additional charge for corner positions.
2. PAYMENT. A $500 deposit must accompany all applications. 50% of total booth rental is due February 1, 2011, 75% of total booth rental is due August 1, 2011 with the total balance due by February 1, 2012. Applications submitted after February 1, 2012 must be accompanied by full payment of the space rental charge. No refunds will be processed after February 1, 2012.
3. CANCELLATION OF CONTRACT. In the event Exhibitor must cancel their request for exhibit space, the rental fee paid will be refunded in full, less 10% of the booth cost, if the notice of cancellation is received by TAPPI in writing prior to February 1, 2012. No refunds will be made after February 1, 2012, even if space is resold. In addition, Exhibitor loses the right to use any complimentary registrations, passes, discounts and/or tickets granted by this contract as part of Show participation. Show Management reserves the right to terminate this contract immediately and to withhold from Exhibitor possession of the exhibit space and Exhibitor shall forfeit all space rental fees paid if, (a) Exhibitor fails to pay all space rental charges by February 1, 2012, or (b) Exhibitor fails to perform any material terms or conditions of the contract or refuses to abide by these Rules and Regulations set forth by Show.
4. ELIGIBLE EXHIBITS. Show Management reserves the right to determine eligibility of any company or product to participate in the Show. Show Management can refuse rental of exhibit space to any company whose display of goods or services is not, in the opinion of Show Management, compatible with the educational character and objectives of the Show.
5. DEADLINES FOR EXHIBIT SPACE. Assignment of exhibit space will be made based on the date the application and deposit are received, on a first-come-first-served basis.
6. ALLOCATION OF SPACE AND ASSIGNMENT. Whenever possible, Show Management intends to make space assignments in keeping with the Exhibitor's desired location. During the initial assignments, if two or more exhibitors request the same location, preference will be given to the exhibitor by date of application receipt and TAPPI Sustaining Company Member status. TAPPI reserves the right to make the final determination of all space assignments in the best interest of the Show.
7. SUBLETTING OF EXHIBIT SPACE. Exhibitors may not assign, sublet or share their exhibit space with another business or firm, even if Exhibitor cancels the booth, unless approval has been obtained in writing from Show Management. Exhibitors must show goods manufactured or dealt in by Exhibitor in the regular course of Exhibitor's business. Should an article of a firm or business not contracted to participate in the Show be required for operation or demonstration in Exhibitor's display, identification

of such article shall be limited to the usual and customary nameplates, imprint or trademark under which same is sold in the general course of business.

8. LIABILITY. Neither TAPPI, Show Management, its members, nor the representatives and employees thereof, or any other TAPPI authorized contract help, its official service contractors nor the Georgia World Congress Center nor its representatives and employees will be responsible for injury, loss or damage that may occur to Exhibitor or to Exhibitor's employees or property from any cause whatsoever, prior, during or subsequent to the period covered by the this contract.

It is agreed by the parties that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in numerous booths, and various other factors make it reasonable that Exhibitor shall assume risk of any injury, loss or damage, and Exhibitor, by signing this contract, hereby assumes such risk and expressly releases Show Management and its agents from any and all claims for any such loss, damage or injury. Protection against unauthorized removal of property from the booth occupied by the Exhibitor shall be the Exhibitor's responsibility.

9. EXHIBITOR INSURANCE. Exhibitor shall, at Exhibitor's sole cost and expense, procure and maintain through the term of this contract, comprehensive general liability insurance against claims for bodily injury or death and property damage occurring in or upon or resulting from the premises leased. Such insurance shall include contractual liability and product liability coverage, with combined single limits of liability of not less than $1,000,000. Such insurance shall name TAPPI as an additional insured. Workers Compensation and Occupational Disease insurance shall be in full compliance with all federal and state laws, covering all of Exhibitor's employees engaged in the performance of any work for Exhibitor. All property of the Exhibitor is understood to remain under its custody and control in transit to and from the confines of the hall.

10. DISABILITY PROVISIONS. Exhibitor shall have sole responsibility for ensuring that their exhibit is in full compliance with the Americans with Disabilities Act and any regulations implemented by that Act.

11. DAMAGE TO PROPERTY. Exhibitor is liable for any damage caused to Show facilities (e.g. building floors, walls or columns), or to standard booth equipment, or to another Exhibitor's property. Exhibitor may not apply paint, lacquer, adhesives, stickers or other coating to building columns and floors or to standard booth equipment.

12. LABOR. Exhibitor is required to observe all contracts in effect between service contractors and the Georgia World Congress Center.

13. INSTALLATION. Exhibit installation in the Georgia World Congress Center depends on the location of Exhibitor's exhibit space. Target move-in dates are published in the Exhibit Service Manual for the Show. The first day for installation of exhibits is 8:00am Thursday, September 27, 2012. No exhibits should arrive at the Georgia World Congress Center earlier than this date.

Exhibit displays must be fully set up and ready by 8:00am Monday, October 1, 2012. After that time, any unattended booths will be set up at the discretion of Show Management, and all expenses will be charged to Exhibitor. In the best interest of the Show, Show Management reserves the right to reassign any un-set exhibit space after 4:00pm on Sunday, September 30, 2012.

14. DELIVERY AND REMOVAL DURING SHOW. Under no circumstances will the delivery or removal of any portion of an exhibit be permitted during open hours of the Show without written permission from Show Management. All arrangements for delivery, during non-show hours, of supplies, such as flexible materials, cartons and products to be packaged must be made with Show Management. No deliveries may be made during show hours.
15. REMOVAL OF HAND-CARRIED MATERIALS. Removal passes will be required to remove any materials from the floor. These passes are available from TAPPI Show Management. Portfolios, briefcases and packages will be subject to inspection by the security guards.
16. ADMITTANCE DURING NON-SHOW HOURS. Booth personnel will not be permitted to enter the exhibit floor of the Show earlier than two hours before the scheduled opening time each day of showing and will not be permitted to remain on the exhibit floor after closing hour each evening, with the exception of Sunday, September 30, 2012. If Exhibitor requires additional time, Exhibitor must check with Show Management at least one day prior.
17. INSTALLATION AND DISMANTLING PERSONNEL. Exhibitor may provide own exhibit furnishings, and may specify own independent contractor for the installation and dismantling of the Exhibitor's booth space. The Exhibitor is responsible for ensuring that any Exhibitor-appointed contractors supply Show Management with a valid Certificate of Insurance, naming TAPPI as an additional insured, with a minimum of $1,000,000 liability coverage, including property damage. If Exhibitor uses companies other than Show's official contractors, Exhibitor must advise them to check with the Exhibitor Service Center upon their arrival. Copies of all job orders must be presented at that time for Show Management to qualify that contractor's participation. Upon verification, official service badges allowing access to the Show area during service hours only will be issued.
18. CONFLICTING EVENTS DURING SHOW HOURS. Exhibitor and Sponsors agrees not to extend invitations, call meetings, hospitality events or otherwise encourage the absence of industry professionals from the Show and meeting rooms during the hours of all Show activities. All requests for meeting rooms, hotel suites and special function rooms must be approved by Show Management. If Exhibitor and/or cancels their exhibit space or sponsorship, Exhibitor will automatically lose the opportunity to use any approved meeting rooms, hotel suites or special function rooms.
19. DISMANTLING. Exhibitor's displays must not be dismantled or packed in preparation for removal prior to the official closing time of 3:00 pm, Thursday, October 4, 2012. Exhibitor's booth must be fully staffed and operational during the entire Show. The dismantling of displays will be at 3:00 pm, Thursday, October 4, 2012. At this time, all exhibit displays or materials left in the booths without instructions will be packed and shipped at the discretion of Show Management, and all charges will be applied to the Exhibitor. Any Exhibitor dismantling prior to the official closing time will be fined $500 and may lose Exhibitor priority booth selection status.
20. BADGES. Official badges for the Show will be required for entry into the exhibit hall at all times. Badges are not transferable and those worn by other than the person to whom issued will be confiscated. Business cards are not to be used in badge holders. Exhibitors may be granted an allotment of full conference badges per exhibit space (please refer to exhibit pricing for specifics). Badges needed

in excess of this allotment must be purchased at the rate designated in the current SuperCorrExpo Exhibitor and sponsorship prospectus.

21. CHARACTER OF EXHIBITS. The general rule of the exhibit floor is "be a good neighbor." No exhibits will be permitted which interfere with the use of other exhibits or impede access to them or impede the free use of the aisle. Exhibitor's booth personnel, including demonstrators, hosts/hostesses and models, are required to confine their activities within Exhibitor's booth space. Apart from the specific display space for which an Exhibitor has contracted herein, no part of the Georgia World Congress Center and its grounds may be used by Exhibitor or Exhibitor's agents other than Show for display purposes of any kind or nature without Show Management approval. Within the public hotel property, Exhibitor brand or company logos, signs, and trademark displays will be limited to the official Show area only.

A. Attire. Representatives should be conservatively and appropriately attired to maintain the professional and business-like climate of the Show. Show Management reserves the right to judge the appropriateness of any attire worn by Exhibitor's personnel.

B. Sound. Videos or movies relating to Exhibitor's equipment will be permitted, provided projection equipment and screen are located on the rear one-third of the booth, and all viewers stand or sit within the booth. Sound videos or movies will be permitted only if the sound is not audible in the aisle or neighboring booths. Sound systems will be permitted if tuned to a conversational level and if not objectionable to neighboring Exhibitors. Show Management will be the sole arbitrator and determiner of reasonable sound levels.

C. Lighting. In the best interest of the Show, Show Management reserves the right to restrict the use of glaring lights or objectionable light effects. The use of flashing electric signs or lights is not permitted.

D. Booth Exteriors. The exterior of any display cabinet or structure facing a side aisle, or adjacent Exhibitor's booth must be suitably decorated at Exhibitor's expense.

E. Objectionable Activities. In fairness to all Exhibitors, no obstructive or objectionable activity will be permitted during show hours. Examples of such activity include - noisily operating displays, producing objectionable odors or other lewd or visual obstructions or behaviors. Show Management serves as sole judge of objectionable material or behavior.

22. MUSIC LICENSING. Exhibitor represents and warrants that Exhibitor shall comply with all applicable copyright restrictions involving the Show, including but not limited to, any music performance agreement between Show and ASCAP. Exhibitor further represents and warrants that Exhibitor shall obtain any necessary licenses or permissions under the copyright laws for use during the Show and will present Show Management a copy of such license or permission if requested by Show Management.

23. DISPLAY HEIGHTS. Display material (including show cases, display or storage cabinets, electrical fixtures, wire, conduits, etc.) and equipment must adhere to the Exhibit Construction Guidelines outlined on the floor plan and in the Exhibit Service Manual.

24. POSITIONING EQUIPMENT IN RELATION TO AISLE. To ensure the safety of all Show participants, any machinery and equipment shall be positioned so that no portion is closer than 5' from the aisle.

25. RELOCATION OF EXHIBITS. Show Management reserves the right to alter the location of exhibit spaces, at its sole discretion, in the best interest of the Show.

26. FIRE REGULATIONS. Fire regulations require that all display materials be fire resistant or treated with a flame-retardant solution to meet requirements of the standard flame test as provided in the Georgia World Congress Center for fire prevention. Electrical signs and equipment must be wired to meet the specifications of Underwriters Laboratories. No storage of any kind is allowed behind the back drapes or in the exhibit space. All cartons, crates, containers, and packaging materials will be stored by the official service contractor, as the facility has no crate storage space apart from that assigned by Show Management. Up to one day's supply of operational materials may be stored within the exhibit space. All aisles, corridors, exit areas and exit stairways must be maintained at their required width at all times that the Show is open. No obstruction such as chairs, tables, displays or other materials will be allowed to protrude into the aisles. Exhibitor is charged with knowledge of all laws, ordinances and regulations pertaining to health, fire prevention and public safety while participating in this Show. Compliance with such laws is mandatory for all Exhibitors and the sole responsibility is Exhibitor's.
27. PHOTOGRAPHY AND SKETCHING. Cameras may be carried in the exhibit area, but under no circumstances may photographs be taken without expressed authority of Exhibitor concerned in each case. Sketching or drawing machinery or products on display is prohibited.
28. FOODSERVICE. All approved arrangements for all food, beverage and alcohol service must be made with the caterer at the Georgia World Congress Center.
29. FAILURE TO HOLD SHOW. Should any contingency prevent holding of the Show, Show Management may retain such part of the Exhibitor's rental fees as shall be required to compensate it for expenses incurred up to the time such contingency shall have occurred. All remaining rental fees, less any non-refundable deposits, shall be refunded. However, Exhibitors and Sponsors will not be reimbursed if the Show is cancelled, postponed, curtailed or abandoned due to force majeure, including but not limited to an act of God, war, insurrection terrorist act, or radioactive contamination.
30. SHOW DIRECTORY. To be listed in the printed Show Directory, Show Management must receive the completed and signed space application and full payment prior to August 15, 2012.
31. AMENDMENT OF RULES. Show Management reserves the right to make changes, or additions to these rules should the need arise. All changes and additions so made shall be binding on Exhibitor and Sponsor provided all Exhibitors and Sponsors will be advised of any changes. Any matters not specifically covered herein are subject to decision by Show Management.
32. Future Participation. To reward fairly participation in TAPPI's Corrugated shows, we have developed a system of points to use in assigning future booth space. The points accumulate from year to year activity, and the opportunity to engage in such activity is open to all companies. Points are assigned as follows: 3 points for every 100 square feet of exhibit space paid; 1 point per US$2,500 in sponsorship paid; 3 points for TAPPI Sustaining Company Membership. The points are awarded to the company from which payment is received. If the payment received from one company is for a "shared" booth situation or other shared activity, then any distribution of the points is up to the paying company (please notify TAPPI of your decision on any division of points). If payments from more than one company are received by TAPPI for one invoiced item, then the points will be divided in proportion to dollar amount. Points accumulated from past years' rules have been preserved and tabulated, and the exhibitor is

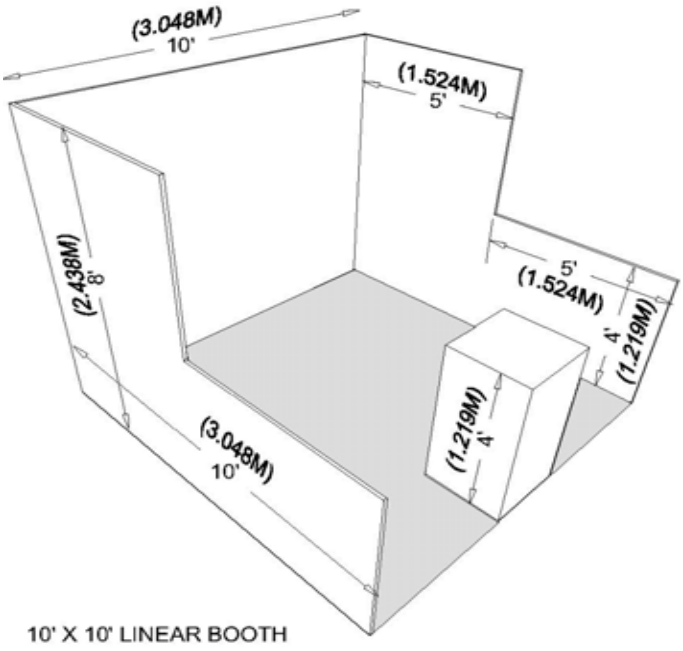
welcome to know their point accumulation at any time. If companies have been acquired, then points may be transferred as long as sufficient evidence is presented for rights to succession. Management will have the right, in its sole discretion upon notice to the exhibitor, to resolve any and all disagreements regarding the allocation of points towards future participation.

SHOW RULES & REGULATIONS
2012 SuperCorrExpo
Georgia World Congress Center, Atlanta, GA
Show Dates: October 1-4

LINE OF SIGHT AND HEIGHT RULES

In-line Linear Booths
In-line booths are generally in a series along a straight line. Please note that In-line booths vary in sizes. The maximum back wall height limitation is eight feet (8') high. Regardless of the number of In-line booths utilized, (8' x 10', 8' x 20', etc.) display materials should be arranged so as not to obstruct the sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining five-feet (5') space forward to the aisle. (Note: When three or more Linear Booths are used in combination as a single exhibit space, the four foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.) *****NOTE: Hanging signs are not permitted over inline booths.***

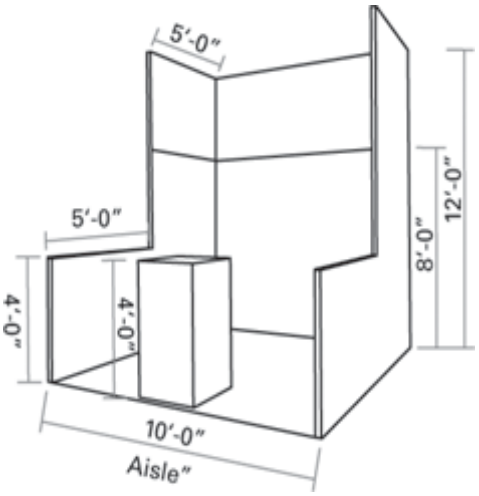


10' X 10' LINEAR BOOTH

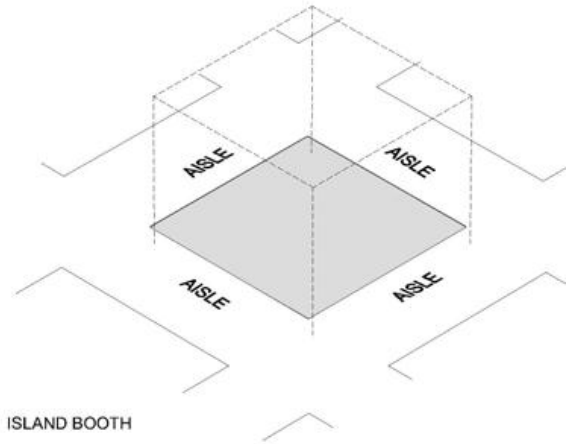
SHOW RULES & REGULATIONS
2012 SuperCorrExpo
Georgia World Congress Center, Atlanta, GA
Show Dates: October 1-4

Perimeter Booths
A perimeter booth is simply an in-line booth that backs up to a wall of the exhibit facility rather than to another exhibit.

All guidelines for in-line booths apply to perimeter booths except that the maximum back wall height is twelve feet (12').



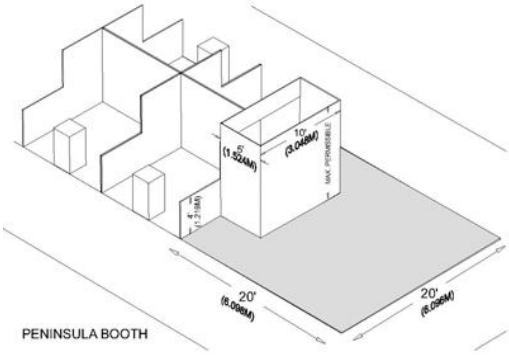
Island Booths
An Island booth is any size booth exposed to aisles on all 4 sides. An Island Booth is typically 20ft X 20ft or larger although it may be configured differently. The entire cubic content of the space may be used up to the maximum allowable height which is 18' including signage. There must be a 5' clearance from each aisle for all machinery.

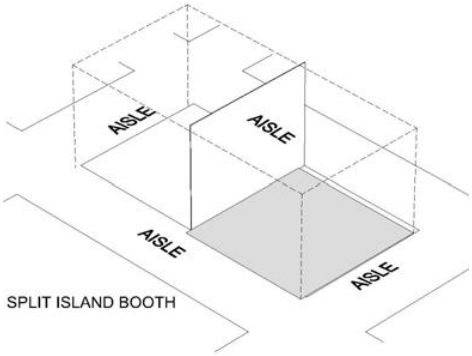


SHOW RULES & REGULATIONS
2012 SuperCorrExpo
Georgia World Congress Center, Atlanta, GA
Show Dates: October 1-4

Peninsula Booths

A peninsula booth is 20ft x 20ft or larger. A Peninsula Booth is exposed to aisles on 3 sides. There are 2 types of peninsula booths, one that backs up to linear booths and one that backs up to another peninsula booth (which is called a split island booth). When a peninsula booth backs up to two linear booths, the back wall is restricted to 4ft high within 5ft of each aisle. When a peninsula booth backs up to another peninsula booth the entire cubic content of this booth may be used up to the maximum allowable height of 18' including signage. There must be a 5' clearance from each aisle for all machinery.





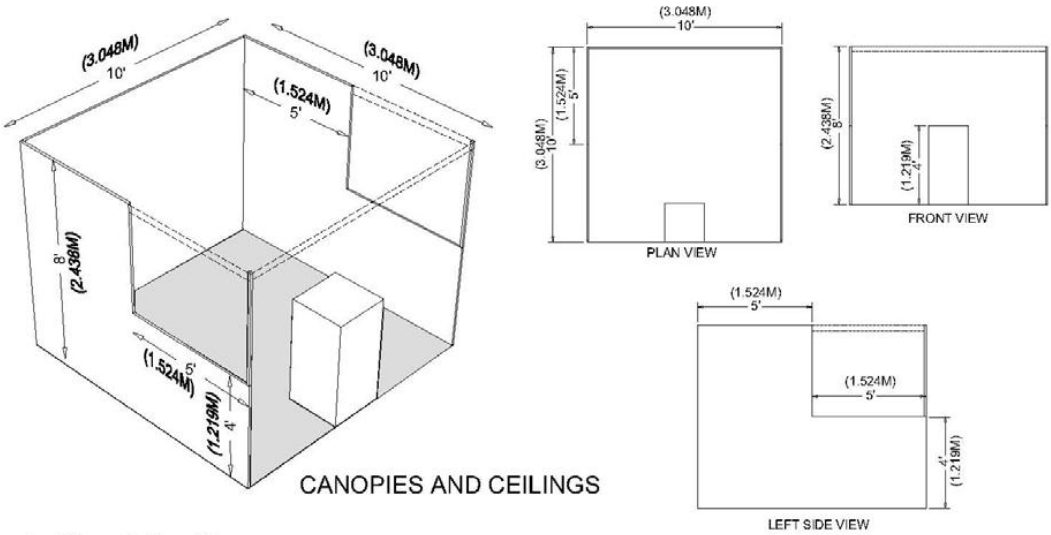
SHOW RULES & REGULATIONS
2012 SuperCorrExpo
Georgia World Congress Center, Atlanta, GA
Show Dates: October 1-4

Other Important Considerations

Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or for hanging products). Canopies for Linear or Perimeter Booths should comply with line of sight requirements (see "Use of Space for Linear or Perimeter Booths").

The base of the Canopy should not be lower than seven feet (7') from the floor within five feet (5') of any aisle. Canopy supports should be no wider than three inches (3"). This applies to any booth configuration that has a sightline restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



Hanging Signs & Graphics

Hanging signs and graphics are permitted in all standard Peninsula and Island Booths, usually to a maximum height of sixteen feet (16'). Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements (for example, the highest point of any sign should not exceed the maximum allowable height for the booth type).

Hanging Signs & Graphics should be set back ten feet (10') from adjacent booths.

Approval for the use of Hanging Signs & Graphics should be received from the exhibition organizer at least 60 days prior to installation. Drawings should be available for inspection.

Towers

A Tower is a freestanding exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit configuration being used.

Towers in excess of eight feet (8') should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit may be required.

Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixtures exceed twelve feet (12'), including Double-decker and Triple-decker Booths. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility and/or relevant local government agency because it is deemed to be a "structure" for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.

TAPPI AICC

2012 SUPER CORR EXPO

October 1-4 Atlanta, GA, USA

Gold Sponsorship

Cost: $20,000 (special introductory offer of $18,500 if payment is received by December 31st, 2011)
(minimum 20x20 booth required)

Exposure as part of the SuperCorrExpo Customer Program:

- Included in the customer Preshow Tours/In the Fast Track Equipment or interactive show floor program depending on booth size and working equipment.
- 3 Representatives from your company allowed access to the Customer Lounge giving you the opportunity to meet SuperCorr's top buyers
- Literature drop in the Press Room / Customer Lounge
- Receive 3 tickets to attend the exclusive Customer Networking Party
- Supply promotional material, at the Customer Networking Party
- Customer contact program: SuperCorrExpo reaches out to your best 1,500 prospect list

ADVERTISING: 1/2 Page, 4-color Ad in the SCE12 Show Daily

Branding:

- Event Bag insert (sponsor supplied)
- Co-Sponsor Ribbon on badges for your attending company representatives
- Logo and "thank you" in the Show Guide as a Sponsor
- Logo and "thank you" in the Show Daily as a Sponsor
- Inclusion on a special "Thank You to our Sponsors" sign in the registration area

Logo appears on:

- Onsite and event signage
- Logo positioning as a GOLD Sponsor: Logo will appear in major industry magazines, SCE12 literature, website, e-mail campaigns and more!
- Show Guide: Company description and product category listing with logo

Direct Mail: Registration list post-show for direct mail use through a bonded mail house

Education: Two Conference Passes

Online: Logo on SCE12 website that links to your company website

Traffic Builder: Personalized free Expo Hall passes for your clients

- Inclusion in the "You Are Here" Exhibitor Locator with a web exhibitor page banner
- Other highly visible show floor, web and mobile options available (See "You Are Here" page)

WWW.SUPERCORREXPO.COM

TAPPI AICC

2012 SUPER CORR EXPO

October 1-4 Atlanta, GA, USA

Bronze Sponsorship

Cost: $16,000 dollars (special introductory offer of $15,000 if payment is received by December 31, 2011)
(minimum 20x20 booth required)

Exposure as part of the SuperCorrExpo Customer Program:

- Discount to be included in the Customer Preshow Tours (In the Interactive Show Floor Program) ($1,500 instead of $3,500)
- Customer contact program: SuperCorrExpo reaches out to your best 500 prospect list
- 2 Representatives from your company allowed access to the Customer Lounge giving you the opportunity to meet SuperCorr's top buyers
- Literature drop in the Press Room / Customer Lounge
- Receive 2 tickets to attend the exclusive Customer Networking Party
- Supply promotional material, at the Customer Networking Party

Branding:

- Co-Sponsor Ribbon on badges for your attending company representatives
- Logo and "thank you" in the Show Guide as a Sponsor
- Logo and "thank you" in the Show Daily as a Sponsor
- Inclusion on a special "Thank You" to our Sponsors sign in the registration area

Logo appears on:

- Onsite and event signage
- Logo positioning as a BRONZE Sponsor: Logo will appear in major industry magazines, SCE12 literature, website, e-mail campaigns and more!
- Show Guide: Company description and product category listing with logo

Education: One Full Conference Pass

Online: Logo on SCE12 website that links to your company website

Traffic Builder: Personalized free Expo Hall passes for your clients

- Inclusion in the "You Are Here" Exhibitor Locator with a web ad banner
- Other highly visible show floor, web and mobile options available (See "You Are Here" page)

TAPPI AICC 2012 SUPER CORR EXPO October 1-4 Atlanta, GA, USA

PROMOTIONAL OPPORTUNITIES

Make sure that your message is seen and heard by all SuperCorrExpo attendees. Promotional opportunities are designed to increase branding, traffic to your booth, and create excitement for your company. Whatever your marketing goals, there is a promotion that can help you achieve your goals.

SPECIAL BONUS: Any sponsorship over $5,000 includes an invitation for the company's main representative to attend the AICC VIP Reception on the evening of Wednesday, Oct. 3, 2012

First option on Promotional Opportunities is open to all exhibitors until June 2, 2012

After June 2, 2012, the equivalent to the price of a 10x10 booth will be added to all sponsorship options

NEW: Customer Program

A powerful new promotion designed to bring more one-on-one networking, SuperCorrExpo has created a program identifying elite buyers and buying teams that represent top level decision-makers and influencers.

This new Customer Program consists of 2 levels:

Fast Track Equipment Level: Free to all companies that meet the criteria below

Must have a booth size of at least 1250 sq ft and must have, operating corrugated machinery

- TAPPI will invite your top 10 customers or prospects to attend a special tour prior to the exhibit opening on Tuesday - Thursday
- This is a chance to distribute brochures, give a quick overview, swap business cards and set appointments with key buyers. This is not a time for working equipment demonstrations
- Tour groups will be kept to a size of 20 people in order to maximize networking opportunities
- Presentations will last 10 minutes, and the customer groups will rotate to another booth

This level also includes:

- 5 representatives from your company allowed access to the Customer Lounge
- Literature drop in the Press Room/Customer Lounge
- Company logo on event signage
- Logo in event guide
- 4 tickets to attend the exclusive Customer Networking Party
- Opportunity to supply promotional material, at the Customer Networking Party

Interactive Show Floor Level

- Cost to participate in this level of the Customer Program is $3,500 ($3,000 if you sign up by December 31, 2011)
- Attendees register for this level of the Customer Program through the registration process
- Customer Program will be an a-la-carte option for all box plant attendees
- This is a chance to distribute brochures, give a quick overview, swap business cards and set appointments with key buyers.
- Tour groups will be kept to a size of 20 people in order to maximize networking opportunities
- Presentations will last 10 minutes, and the customer groups will rotate to another booth

This level also includes:

- 2 tickets to attend the exclusive Customer Networking Party
- Onsite signage

TAPPI AICC 2012 SUPER CORR EXPO® October 1–4 Atlanta, GA, USA

CUSTOMER LOUNGE SPONSORSHIP: EXCLUSIVE! ..... ($7,500)

(minimum 20x20 booth required)

Gain access to the highest level and most qualified attendees at SuperCorrExpo® by sponsoring our Customer Lounge.

A Customer Lounge will be available to pre-identified top prospect attendees who will be treated to refreshments throughout the day and a continental breakfast each day. You can be one of the sponsors they thank as they drink their morning coffee. They can also visit this Lounge throughout the day to relax, and enjoy reading your company literature! This sponsorship includes:

- Company literature at the seats of the breakfast attendees in the Customer Lounge
- Company literature in the Customer Lounge throughout the show
- Sponsor companies allowed entrance into the Customer Lounge for all 3 days
- Logo on signage in the Customer Lounge
- Listed in Show Guide & Website as Customer Lounge Sponsor
- Up to 2 company representatives (3 allowed if a 20x30 or larger booth is purchased) that can sit at tables during breakfast and speak with attendees
- Your company logo will be included in email blasts to the pre-registered conference attendees.
- Your promotional material at the Customer Networking Lounge & Party

BADGE LANYARDS ..... ($8,000 sponsor supplied)

SCE12 lanyards are the premier marketing opportunity. Every TAPPI & AICC Conference Attendee plus Exhibit Visitors & VIP's will have your name around his or her neck while walking around the SCE12 show floor and conference area.

BADGE HOLDER INSERTS ..... ($7,000 sponsor supplied)

Your supplied insert will be placed in every attendee badge holder! Your direct marketing message will be visible to everyone at SCE12!

NEW: INTERACTIVE MAP AND DIRECTORY

Located at Registration and throughout the exhibit hall, these kiosks are the center for searching for booths, conference program sessions and products. There are multiple sponsorships at different price points that will give you pre-show website exposure, onsite exposure including exposure on printed floor plans that the kiosk generates and banners with different levels of exclusivity – all with premium branding and attendee attention. Call for pricing (the range can be as low as $650 to exclusive opportunities)

CYBER CAFE: EXCLUSIVE!

You'll be the hero to thousands of SCE12 attendees by providing an online connection back to their offices. The Cyber Cafe allows every attendee to check e-mail and keep in touch while they are at the SCE12. You provide the hardware, software and connections to the Cyber Cafe. In addition to signage and a ton of pre-show promotion, you'll be the hottest host for all who want to stay connected. Call on pricing.

NEW CHARGING STATION: EXCLUSIVE! ..... ($4,000)

Times are changing and all our electronic equipment needs charging! These very popular charging stations are the center for all attendees to re-charge their cell phones & computers. Branding includes website banner, listing in the program guide and onsite signage.

TAPPI AICC 2012 SUPER CORR EXPO October 1–4 Atlanta, GA, USA

EVENT BAG INSERT ..... **($1,500) LIMIT 5 COMPANIES**

Place a flyer, brochure or other insert in our Event Bag given to TAPPI & AICC Conference Attendees plus Exhibit Visitors & VIP's. Make a bigger impact at this year's SCE12.

New! AISLE SIGN SPONSOR ..... **($8,000)**

This is a highly visible promotion and an incredible opportunity to get your logo on every aisle sign in the Exhibit Hall. As attendees walk the Show Floor, it is impossible to miss your company branding – and impact.
(One Exclusive Opportunity)

New! WEBSITE BANNER & LINK TO YOUR COMPANY SITE ..... **($3,500)**

Your banner on the Official Show Website (www.SUPERCORREXPO.org) will link to your company website. TAPPI & AICC will both use this site to post all show-related information, and attendees will refer to the site for show updates, exhibitor listings, and conference and networking functions.

CONFERENCE NOTEPAD ..... **$3,500 (Sponsor to provide notepads)**

BONUS: Notepads distributed at both conferences
Everyone needs a notepad to capture those great sessions! Have your notepad personalized with your information. We will distribute to all paid TAPPI & AICC Conference attendees & VIPs.
(One Exclusive Opportunity for TAPPI & AICC Events)

REGISTRATION PENS ..... **$2,500 (Sponsor to provide pens)**

BONUS: Pens distributed at both conferences
Your customized pen will be a handy tool that will be used and retained - with your message at attendees' fingertips. An effective way to put your name in front of TAPPI & AICC attendees the moment they arrive. As a bonus we'll include your pen in the VIP goody bag.
(One Exclusive Opportunity for TAPPI & AICC Events)

CONTINENTAL BREAKFAST & COFFEE BREAKS ..... **($5,500)**

Let your company be synonymous with a pleasant awakening as a sponsor at one of the TAPPI/AICC Continental Breakfasts & Coffee Breaks. Your sponsorship will provide attendees with a full continental breakfast buffet prior to the general session as well as a coffee break. Networking at the TAPPI/AICC Continental Breakfast and Coffee Breaks is considered by many attendees to be the best way to meet up with colleagues, customers and friends.

BONUS: Receive extra exposure as attendees drink their coffee out of cups with customized corrugated coffee sleeves imprinted with sponsor's company name or logo. Two sponsorships available
With this sponsorship you will also receive:

- Special thank you and recognition during one of the general sessions.
- Logo placement in scrolling presentation before general session each day.
- Signage near registration desk.
- Signage at social function.
- Company literature in the Networking area.

TAPPI AICC 2012 SUPER CORR EXPO October 1-4 Atlanta, GA, USA

AICC SPONSORSHIP - Opening Night Reception and Awards Dinner ($6,000)

Let your company receive maximum recognition and exposure by sponsoring the AICC Opening Night Reception and Awards Dinner that will kick off the start to the AICC 2012 Annual Meeting. Receive extra exposure at this event as attendees use customized cocktail napkins imprinted with your company name or logo during the reception (AICC to provide).

Company representatives will be invited to the AICC VIP Reception (Wed, Oct 3), a table will be provided in the reception area for literature. Sponsor signage at the event, special thank you and recognition during the dinner, logo placement in scrolling presentation before the general session each day and inclusion on the event sponsor signage will also be included in this attractive sponsorship.

BEAN BAG SPONSORSHIP ($3,000 plus you can supply up to 6 bags)

Yes, you are reading this correctly! You provide bean bag chairs that will be placed throughout the registration area with your logo on it. They get noticed (and appreciated by tired attendees). You can even give them away as a door prize at the end of the show! For a small additional fee we will supply the bean bag chairs.

CUSTOMIZED EMAIL CAMPAIGN ($5,000)

SCE12 will deliver event-related pre-show email messages specifically targeting pre-registered, as well as alumni for SCE12. This email will have content regarding the event as well as information on registering for the TAPPI and AICC Conferences. Company's logo and 50 words of copy will be included in the message along with the Company hyperlink. Limited Availability.

FREE STANDING SIGNS
($1,500/Single Sided $3,000/Double Sided)

Free standing signs can be located throughout the Convention Center. Market your company to our audience with these 8' Tall x 3' Wide displays. Be sure that when the buyers are looking around, it's your company they see first. (Exhibitor provides graphics).

LITE BOX SIGNS ($750 for 1 slot/$1,300 for 2)

Lite boxes are placed throughout the high traffic areas, with your company name and message in one of 3 slots available. The backlighting really makes your message stand out and be seen. Call for more details.

SHUTTLE BUS SPONSORSHIP (Call for Pricing)

Shuttle Buses run all day long from all of the SCE12 host hotels. Your company name appears on the side of the bus, your company is listed in program book, and you can have promotional materials on the buses. High visibility!

BANNERS AT SCE12 (Call for locations & pricing)

Bold and bright banners help you catch the attention of SCE12 attendees. Positively impact your booth traffic with banners that promote your product or service! Drive traffic to your booth from the lobby and registration areas.

General Exhibitor

Cost: $25.00 per square foot

Exhibitor Benefits include:
Branding: Company description and product category listing in SCE12 Show Guide

Traffic-Builder:
- Personalized free Expo Hall passes for your clients
- Inclusion in the "You Are Here" Exhibitor Locator
- Inclusion with an expanded listing in the "You Are Here" exhibitor locator (See "You Are Here" information on following pages)

Booth Space: Pipe and drape with show colors, ID sign, general security and inclusion in the Show Guide

TAPPI has preferred vendors to help you supply these items should you not have a vendor of your own. If you need assistance with the purchasing process or getting your logo imprinted on your promotional piece, please contact Debbie Trimmer, dtrimmer@tappi.org or +1-770-209-7244 to review procurement options.

Any ideas you don't see here? We're open to customize programs and work with you.

CONTACT LINDA COHEN, LCOHEN@TAPPI.ORG • 914-944-0135

WWW.SUPERCORREXPO.COM

TAPPI AICC 2012 SUPER CORR EXPO October 1-4 Atlanta, GA, USA

YOU ARE HERE LOCATOR SPONSORSHIPS & ADD-ONS FOR MAJOR IMPACT STARTING NOW & THROUGHOUT THE SHOW

1. Graphics Display Package – "Traffic" **$650**
Exhibitor Page Banners, Floor and Web Side Ads

1a. Add Ons
Instant Preview in Search Results **$250**
Additional Side Ads **$150**
Additional Video Side Ads **$250**
Document Uploads **$100**

2. Exhibitor Search Page Owner Package "Product" **$1,250**
Graphics Display Package (as above)
Instant Preview in Search Results
Banner Spots on Company Search Page, Floor

3. Category Owner Package – "Visibility" **$2,250**
Graphics Display Package (as above)
Category Results Graphic, Top Three Listing, Floor and Web
Instant Preview in Search Results

4. Top Map Owner Package "Presence" **$3,000**
Graphics Display Package (as above)
Category Results Graphic, Top Three Listing, Floor and Web Logo on Map

MAJOR SPONSORSHIPS

Platinum Package **$15,000**
Top Map Owner Package, Video, Signage on 6 Stations, Sponsorship of Printed Maps,
Exclusive Ownership of Search Page Banners (Web), Top Position in All Search Results
(other than Category as above)

Gold Package **$12,000**
Top Map Owner Package, Signage on 4 Stations, Shared Sponsorship of Printed Maps
Shared Ownership of Search Page Banners (Web)(3), Top Five Position in All Search Results
(other than Category as above)

Silver Package **$10,000**
Top Map Owner Package , Signage on 2 Stations, Shared Sponsorship of Printed Maps
Shared Ownership of Search Page Banners (Web)(3), Top Five Position in All Search Results
(other than Category as above)

Review all the programs & let's customize one that works for you!
Contact Linda Cohen, lcohen@tappi.org 914-944-0135

WWW.SUPERCORREXPO.COM

DIRECTORY ADVERTISEMENT BOOKING FORM

YES – Please accept this form as my order for advertising space in the SuperCorrExpo 2012 Directory.

Please Tick

- ☐ Full page $1750
- ☐ Island $1450
- ☐ Half page $1250

CONTACT NAME: .....

COMPANY: .....

ADDRESS: .....

.....

Tel: .....

Fax: .....

Email: .....

Now Fax back to: 732-502-9606
or email: Tom Vilardi (tvilardi@nvpublications.com)
or Robyn Smith (rsmith@nvpublications.com)

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G158031012

SHOW INFORMATION

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

BOOTH PACKAGE

Items provided in your booth, per exhibitor:	8' High backwall drape, 3' High sidewall drape 7" x 44" Cardstock Identification Sign
Show drape color(s):	Red, Beige
Aisle carpet color:	Red

EXHIBIT SHOW SCHEDULE

Targeted Exhibitor Move-In:	Wednesday, September 26, 2012	1:00 PM - 5:00 PM	Targeted plan to follow
	Thursday, September 27, 2012	8:00 AM - 5:00 PM	
General Exhibitor Move-in:	Friday, September 28, 2012	8:00 AM - 5:00 PM	
	Saturday, September 29, 2012	8:00 AM - 5:00 PM	
	Sunday, September 30, 2012	8:00 AM - 5:00 PM	
	Monday, October 1, 2012	8:00 AM - 9:00 AM	
Exhibit Hours:	Monday, October 1, 2012	12:00 PM - 5:00 PM	
	Tuesday, October 2, 2012	12:00 PM - 5:00 PM	
	Wednesday, October 3, 2012	12:00 PM - 5:00 PM	
	Thursday, October 4, 2012	12:00 PM - 3:00 PM	
Exhibitor Move-out:	Thursday, October 4, 2012	3:00 PM - 10:00 PM	
	Friday, October 5, 2012	8:00 AM - 5:00 PM	
	Saturday, October 6, 2012	8:00 AM - 5:00 PM	
Freight Re-route Time:	Saturday, October 6, 2012	5:00 PM	

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	Monday, September 3, 2012	
Discount price deadline for all Shepard orders:	Monday, September 10, 2012	
First day for warehouse deliveries without a surcharge:	Monday, September 3, 2012	
Last day for warehouse deliveries without a surcharge:	Friday, September 21, 2012	
First day freight can arrive at show facility:	Friday, September 28, 2012	at 8:00 AM

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
SuperCorrExpo
c/o Shepard Exposition Services
1531 Carroll Dr NW
Atlanta, GA 30318

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
SuperCorrExpo
Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

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1531 Carroll Drive, NW
Atlanta, GA 30318

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ONLINE ORDERING INSTRUCTIONS

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

ATTENTION EXHIBITORS

ONLINE ORDERING FOR SHEPARD SERVICES AVAILABLE

TO TAKE ADVANTAGE OF THE CONVENIENCE OF ORDERING ONLINE, SIMPLY FOLLOW THE INSTRUCTIONS BELOW.

1. Go to www.shepardes.com
2. Click on online ordering
3. Click on SuperCorrExpo
4. Show Information page will be displayed.
5. Log in by entering your email address and password then click login
   a. New users your login information is as follows:
   User name: Your email address
   Password: TBD
   OR
   b. Previous users your login information is as follows:
   User name: Your email address
   Password: Your pre-existing password
6. If you do not have a password, you will need to click on the link "Forgot your password?" and follow the prompts to have your password sent to the registered email address.
7. Once you log in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
8. Now you can begin your online ordering experience.

Some helpful tips:

Use the previous or continue buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

If you need to review a past page, use your menu options at the top of the page.

To view your shopping cart, click on

If you wish to delete an item from your shopping cart, cli next to the item you want to be removed.

If you require assistance with your online ordering, please contact our customer service department:

Shepard Customer Service
(404) 720-8600
atlanta@shepardes.com

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Atlanta, GA 30318

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PAYMENT AUTHORIZATION

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. Credits for services will be issued at show site only.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - **SuperCorrExpo**
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburg, PA 15219 USA
Routing Number: 41000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

Shepard Exposition Services

SHEPARD TERMS & CONDITIONS

SuperCorrExpo

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G158031012

THIRD PARTY PAYMENT AUTHORIZATION

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

- ☐ All services
- ☐ Rental Furniture
- ☐ Carpet
- ☐ Other (please specify): _____
- ☐ Logistics/Transportation
- ☐ Exhibit Display Rentals
- ☐ Cleaning
- ☐ Material Handling
- ☐ Overhead Rigging/Labor
- ☐ Installation/Dismantling Labor

THIRD PARTY INFORMATION

COMPANY NAME: _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ BOOTH # _____

COMPANY ADDRESS: _____ PHONE: _____

CITY, ST, ZIP: _____ FAX: _____

CONTACT NAME: _____ EMAIL: _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ Expiration Date: _____ (Month / Year)

Billing Address: _____ Security Code: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

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Event Code: G158031012

EXHIBITOR APPOINTED CONTRACTOR

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Deadline Date: September 3, 2012

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all usual trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by deadline date. If form is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations

~ CONTRACTOR employees must wear approved identification badges at all times while in the work area. Badge will be issued at show site to authorized contractor representatives when all requirements have been met.

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification badges at all times while in the work area. Badges will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Contact Name: _____

Contact Phone: _____ **Fax:** _____

Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

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Event Code: G158031012 **Discount Deadline: September 10, 2012**

SIGNATURE SERIES PACKAGES

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Signature Series - We Make Exhibiting EZ!!

Signature Series Packages offer one stop shopping convenience for all of your trade show needs.

100 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 6'Lx42"H Skirted Counter *(Select Color)* 50047
- ☐ (01) Red ☐ (04) Gold ☐ (07) Burgundy
- ☐ (02) Green ☐ (05) Blue ☐ (10) Grey
- ☐ (03) White ☐ (06) Black ☐ (13) Teal

~ (2) Padded Stools with Back 50024
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66320		434.75	565.20	

200 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

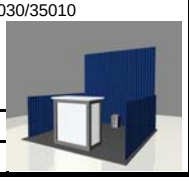
~ 30" Star Base Pedestal Table 50032
~ (2) Padded Arm Chairs 50021
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

	Qty.	Discount	Regular	Amount
66323		440.65	572.85	

300 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 1 Meter Locking Cabinet (LC3) 66284
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010

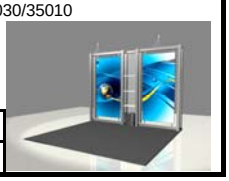


	Qty.	Discount	Regular	Amount
66326		561.30	729.70	

400 SERIES PACKAGE

~ 10'x10' Expo Carpet *(Select Color)* 50255
- ☐ (01) Red ☐ (13) Teal ☐ (06) Black
- ☐ (05) Blue ☐ (10) Grey ☐ (07) Burgundy

~ 10'x10' New York Booth 66262
~ Wastebasket 50091
~ One Time Vacuuming for 100 sq. ft. 47001
~ Up to 200 lbs. Material Handling* 35030/35010



	Qty.	Discount	Regular	Amount
66329		1992.05	2589.65	

*Some restrictions may apply - material handling based on standard freight, does not include late to warehouse surcharges, special handling, marshaling yard or other applicable fees.

☐ **GO GOLD!!** Upgrade your package to include 100 sq. ft. of 1/2" Carpet Padding (50009) and Visqueen (50010). $110.00

☐ **GO PLATINUM!!** Includes the Gold Upgrade plus daily vacuuming and (1) 500 watt electrical drop. $275.00

Subtotal:	$
8.000% Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

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EXPO FURNISHINGS

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01)	Gold (04)	Burgundy (07)
Green (02)	Blue (05)	Grey (10)
White (03)	Black (06)	Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	94.00	122.20	
50046			6'L X 30"H	113.30	147.30	
50050			8'L X 30"H	145.10	188.65	
50043			4'L X 42"H	113.30	147.30	
50047			6'L x 42"H	145.10	188.65	
50051			8'L x 42"H	170.60	221.80	
50052			4th Side 30"	56.65	73.65	
50171			4th Side 42"	56.65	73.65	

Tables are 3-sided draped, must order 4th side for all sides to be draped.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	65.15	84.70	
50044		6'L X 30"H	76.25	99.15	
50048		8'L X 30"H	91.65	119.15	
50041		4'L X 42"H	73.35	95.35	
50045		6'L x 42"H	91.65	119.15	
50049		8'L x 42"H	102.25	132.95	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50082		4'L X 6"H	39.45	51.30	
50084		6'L X 6"H	50.25	65.35	
50086		8'L X 6"H	63.70	82.80	
50083		4'L X 12"H	79.85	103.80	
50085		6'L x 12"H	99.40	129.20	
50087		8'L x 12"H	110.75	144.00	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	18.95	24.65	
50078		6'L X 6"H	26.65	34.65	
50080		8'L X 6"H	34.50	44.85	
50077		4'L X 12"H	36.80	47.85	
50079		6'L x 12"H	52.55	68.30	
50081		8'L x 12"H	64.25	83.55	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	56.65	73.65	
50021		Arm Chair	77.25	100.45	
50024		Stool w/back	81.35	105.75	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	17.00	22.10	
50094		Floor Easel	33.50	43.55	
50245		Literature Rack	128.75	167.40	

Literature rack styles may vary based on location and availability.

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	160.70	208.90	
50092		Coat Rack	57.05	74.15	
50093		Garment Rack	160.70	208.90	

Code	Qty.	Item	Discount	Regular	Amount
50101		Chrome Stanchion	46.85	60.90	
50102		Velvet Rope, 7'	74.85	97.30	
50095		Sign Holder, 22x28	111.25	144.65	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

50058		Sateen Skirting	12.75	16.60	

Please choose color from skirted table section.

Total Expo Furnishings:	$
8.000% Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G158031012

CARPETING & CLEANING

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

EXPO CARPET - 16 OZ.

Choose Color:

Red (01)		Black (06)	
Blue (05)		Teal (13)	
Grey (10)		Burgundy (07)	

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	144.20	187.45	
50256		10' x 20'	274.00	356.20	
50257		10' x 30'	410.95	534.25	
50258		10' x 40'	547.95	712.35	

Variation in dye lot may occur when ordering more than one cut of carpet.

SPECIAL CUT EXPO CARPET

50006		Per Square Foot	2.75	3.60	

In order to protect special cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)		Black (06)	
Deep Navy (22)		Charcoal (17)	
Silver Cloud (18)		Peacock (32)	

	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	4.55	5.90	
46003		Rental 1000+/sq.ft	3.90	5.05	
46002		Purchase/sq.ft.	10.25	13.35	

Minimum 100 sq. ft. is required. No refunds on cancellations. Rental includes installation and removal. Purchase carpet, please fill out Labor Order Form (carpet installation section) to have carpet installed.

In order to protect premium cut carpet during set up, Visqueen will automatically be installed at published rate listed below.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	0.65	0.85	
50008		1" Padding	1.55	2.00	
50010		Visqueen	0.30	0.40	

BOOTH DIMENSIONS

What is your booth size (ft.)?

	X		=		sq. ft.

BOOTH CLEANING - Minimum 100 sq.ft.

Booth cleaning rates are per square foot.

	Qty.	Item	Discount	Regular	Amount
47001		Vacuum Once	0.37	0.50	
47002		Daily Vacuum	1.48	1.90	

Carpet is delivered clean, but may become dirty during setup. We suggest that you order vacuuming at least once before show opening.

PERIODIC PORTER SERVICE

Porter Service Rates are per square foot

	Qty.	Item	Discount	Regular	Amount
47030		Porter Svc Once	0.35	0.45	
47031		Daily Porter Svc	0.80	1.05	

Porter Service includes emptying wastebaskets within the booth every two hours during the show. It may be ordered once for the first day of the show only or daily.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Carpeting & Cleaning	$
8.00% Tax:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com

Event Code: G158031012

SPECIALTY FURNISHINGS/ACCESSORIES

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

SPECIALTY CHAIRS AND TABLES

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	60.75	79.00	
51090		Director's Stool	108.65	141.25	
50032		Ped. Table,30"	159.65	207.55	
51089		Ped. Table,42"	159.65	207.55	
50030		Rnd Side Table	77.25	100.45	
50031		Sq. Side Table	77.25	100.45	

SHOWCASES

Full View

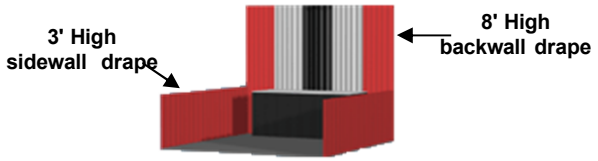
Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	605.60	787.30	
50068		Full View 6'	668.00	868.40	
50069		Quarter View 4'	605.60	787.30	
50070		Quarter View 6'	668.00	868.40	

Colors and styles of showcases may vary depending on location and availability.

MISCELLANEOUS ITEMS

	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	35.45	46.10	
50098		Refrigerator	461.20	599.55	
50088		8' Upright	21.25	27.65	
50089		8' Crossbar	14.15	18.40	



SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	14.70	19.10	
50074		3' High	11.60	15.10	

Choose Color: **Minimum 4' panel rental required.**

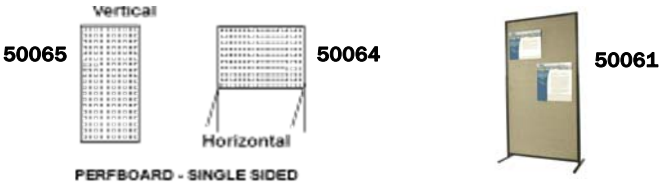
☐ Red (01) ☐ Blue (05) ☐ Grey (10)
☐ White (03) ☐ Black (06) ☐ Burgundy (07)

GRID AND GRID ACCESSORIES

	Qty.	Size	Discount	Regular	Amount
50236		2'X8' w/legs, each	144.75	188.20	
50237		2'X8' w/o legs, each	108.50	141.05	
50242		7-Ball Waterfall	9.95	12.95	

Other accessories available, please call customer service for more information.

1/4" PERFBOARD & VELCRO TACK BOARD



	Qty.	Item	Discount	Regular	Amount
50065		4'X8' Vert., 1/4"holes	195.45	254.10	
50064		4'X8' Horz., 1/4"holes	195.45	254.10	
50104		6" Hooks (12)	32.20	41.85	
50060		4' X 8' Horz.	196.05	254.85	
50061		4' x 8' Vert.	196.05	254.85	

Total Specialty Furnishings/Accessories: $
8.000% Tax: $
Amount Due: $

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p r o d u c t g a l l e r y

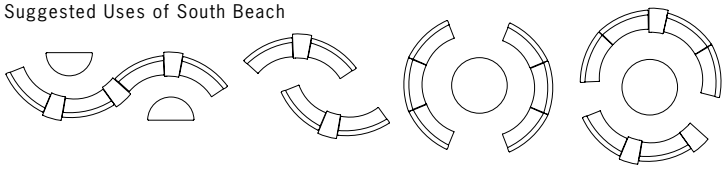
SO2

south beach

SO1

OTS

Suggested Uses of South Beach



OCA

t-vac

SC9

panton

Complementary Items for South Beach Include:

C1E	Silverado Cocktail Table
E1E	Silverado End Table
WTN	36" Graphite Bar Table, Tulip Chrome Base
BSN	Jetson Barstool
CG1	Manhattan Glass, Black Table
SC6	Manhattan Oyster Side Chair
OTH	Black Leather Cube
PWB	Black and Red Pinwheel Ottoman

SED

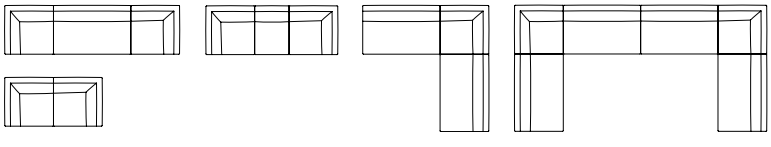
newport

COD

LSD

CHD

Suggested Uses of Newport



Complementary Items for Newport Include:

C1D	Soho Cocktail Table
E1D	Soho End Table
BS3	Grey Ohio Barstool
BR1	Martini Bar

SOK

rio

CHK

Complementary Items for Rio Include:

	Ottomans
C1K	Inspiration Cocktail Table
E1K	Inspiration End Table
SC1	New York Maple, Chrome Chair

cappuccino

OCL

CHQ

astro

SOQ

SON

CHN

marrakesh

Complementary Items for Astro Include:

LAE Orange Lumalight Lamp
CD1 Soho Table

Complementary Items for Marrakesh Include:

VTK 30" Maple Bar Table, Standard Black Base
BSL Gin Barstool
XC4 Altura High Back Chair

LSM

SOM

key west

SOC

CHC

lisbon

OCB

MPC

LSC

MPS

memphis

(see descriptions for actual size)

Complementary Items for Key West Include:

C1M Visions Cherry Cocktail Table
E1M Visions Cherry End Table
CF1 42" Black Geo Conference Table
SC3 Black Brewer Chair
WTB 30" Brushed Red Bar Table, Tulip Chrome Base
BS2 Black Ohio Barstool
LAF Red Lumalight Lamp

Complementary Items for Memphis Include:

E1W Sydney End Table – White
E1Y Sydney End Table – Black
LA1 Pewter Floor Lamp
OSC Cube, White Leather
OTH Cube, Black Leather

Complementary Items for Lisbon Include:

C1C Chrome Geo Cocktail Table
E1C Chrome Geo End Table
LA1 Pewter Floor Lamp
CE1 42" Chrome Geo Conference Table
SC8 Flex Chair, With Wheels
ET2 Black Etagere

Sofas & Sectionals

SO1

SOC

SOQ

SON

SOK

SOM

MPS

SO2

SED

Loveseats

LSD

LSM

LSC

Club Chairs

CHD

COD

CHC

MPC

CHK

CHQ

CHN

Sofas & Sectionals

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SOC Lisbon Sofa
Black Leather
88"L 36"D 34"H

SOQ Astro Sofa
Cream
83"L 36"D 29"H

SON Marrakesh Sofa
Gold Suede
84"L 37"D 34"H

SOK Rio Sofa
Blue Suede
76"L 34"D 33"H

SOM Key West Sofa
Black
85"L 35"D 33"H

MPS Memphis Sofa (Mini Size)
Black
55"L 31"D 28"H

SO2 South Beach 3 pc.
Sectional Platinum Suede
152"L 40"D 33"H

SED Newport 3 pc. Sectional
Charcoal Leather
113"L 34"D 33"H

Loveseats

LSD Newport Loveseat
Charcoal Leather
54"L 34"D 33"H

LSM Key West Loveseat
Black
57"L 35"D 33"H

LSC Lisbon Loveseat
Black Leather
64"L 36"D 34"H

Club Chairs

CHD Newport Armless Chair
Charcoal Leather
24"L 34"D 33"H

COD Newport Corner
Charcoal Leather
34"L 34"D 33"H

CHC Lisbon Chair
Black Leather
40"L 36"D 34"H

MPC Memphis Chair (Mini Size)
Black
27.25"L 31.75"D 27.5"H

CHK Rio Chair
Blue Suede
39"L 34"D 33"H

CHQ Astro Chair
Light Beige
36"L 36"D 29"H

CHN Marrakesh Chair
Light Beige
34"L 37"D 38"H

Occasional Chairs

CCE

OCA

OCH

OCW

OCU

OCB

OCL

OCY

OCC

OCZ

OCR

Ottomans

OTS

OTQ

OTN

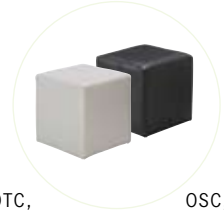
OTP

OTM

OSA

OSB

OTE, OTC, OTD


OSC, OTH

OTK

OTL

CCZ

CCB

CCW

PWM

PWB

Occasional Chairs

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Barcelona Chair
Black Leather
30"L 30"D 31"H

OCW Barcelona Chair
White Leather
30"L 30"D 31"H

OCU Globus Chair
White Leather, Chrome
28"L 26"D 28"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

OCL Cappuccino Chair
Chocolate
29"L 29"D 34"H

OCY Stage Chair
Onyx
24"L 26"D 36"H

OCC Stage Chair
Camel
24"L 26"D 36"H

OCZ Stage Chair
Beige
24"L 26"D 36"H

OCR Stage Chair
Red
24"L 26"D 36"H

Ottomans

OTS South Beach Ottoman
Wedge, Platinum Suede
25"L 31"D 18"H

OTQ Square Ottoman
White Leather
40"L 40"D 17"H

OTN Bench Ottoman
White Leather
24"L 60"D 17"H

OTP Square Ottoman
Black Leather
40"L 40"D 17"H

OTM Bench Ottoman
Black Leather
24"L 60"D 17"H

OSA Oval Ottoman
Black
52"L 32"D 19"H

OSB Oval Ottoman
White
52"L 32"D 19"H

OTE Cube
Raspberry
17"L 17"D 18"H

OTC Cube
Lemon
17"L 17"D 18"H

OTD Cube
Blueberry
17"L 17"D 18"H

OSC Cube
White Leather
17"L 17"D 18"H

OTH Cube
Black Leather
17"L 17"D 18"H

OTK Half Round Ottoman
Black Leather
6' L 3'D 17"H

OTL Half Round Ottoman
White Leather
6'L 3'D 17"H

CCZ Circle Ottoman
Black, White Leather
6'L 6'D 17"H

CCB Circle Ottoman
Black Leather
6'L 6'D 17"H

CCW Circle Ottoman
White Leather
6'L 6'D 17"H

PWM Pinwheel Ottoman
Black, White, Red
10'7"L 10'7"D 17"H

PWB Pinwheel Ottoman
Black, Red
10'7"L 10'7"D 17"H

Custom Configurations Available.

Occasional Cocktail Tables

C1E

C1D

C1K

C1F

C1C

C1M

C1W

C1Y

Occasional End Tables

E1E

E1D

E1K

E1F

E1C

E1M

E1W

E1Y

Occasional Cocktail Tables

C1E Silverado Table
36" Round 17"H

C1D Soho Table
Steel Base, Chocolate Top
38"L 38"D 18.5"H

C1K Inspiration Table
42"L 28"D 18"H

C1F Geo Rectangle Table
Glass, Black
50"L 22"D 16"H

C1C Geo Rectangle Table
Glass, Chrome
50"L 22"D 16"H

C1M Visions Table
Cherry
48"L 28"D 17"H

C1W Sydney Table
White
27"L 23"D 22v "H

C1Y Sydney Table
Black
48"L 26"D 18"H

Occasional End Tables

E1E Silverado End Table
24" Round 22"H

E1D Soho End Table
Steel Base, Chocolate Top
26"L 26"D 27"H

E1K Inspiration End Table
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

E1M Visions End Table
Cherry
22"L 24"D 21"H

E1W Sydney End Table
White
27"L 23"D 22"H

E1Y Sydney End Table
Black
27"L 23"D 22"H

Conference Tables

CF2

CE1

CF1

CG1

CE2

6' - CB2
8' - CB3

6' - CD2
8' - CD3

6' - CC6
8' - CC7
10' - CC8

CB1

CD1

CC5

Sample Conference Sets

Conference Tables

CF2 Geo Table
Rectangle Glass, Black
60"L 36"D 29"H

CE1 Geo Table
Square Rounded Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table
Square Rounded Glass, Black
42"L 42"D 29"H

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CE2 Geo Table
Rectangle Glass, Chrome
60"L 36"D 29"H

CB2 Table
6' Graphite Nebula
72"L 36"D 29"H

CB3 Table
8' Graphite Nebula
96"L 36"D 29"H

CD2 Table
6' Grey Nebula
72"L 36"D 29"H

CD3 Table
8' Grey Nebula
96"L 36"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29"H

CC7 Table
8' Mahogany
96"L 48"D 29"H

CC8 Table
10' Mahogany
120"L 48"D 29"H

CB1 Table
Graphite Nebula
42"Round 29"H

CD1 Table
Grey Nebula
42" Round 29"H

CC5 Table
Mahogany
42" Round 29"H

Café Tables

30" - ZTK
36" - ZTP

30" - ZTJ
36" - ZTN

ZTM

ZTE

ZTF

ZTB

ZTC

30" - XTK
36" - XTP

30" - XTJ
36" - XTN

XTM

XTE

XTF

XTB

XTC

Table Tops

Brandy

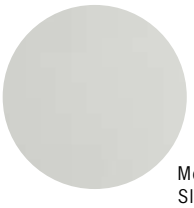
Maple

Grey Nebula

Graphite Nebula

Brushed Red

Brushed Blue


Metallic Sliver

Café Tables

ZTK Table
Standard Black Base
Maple Top
30" Round 29"H

ZTP Table
Standard Black Base
Maple Top
36" Round 29"H

ZTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 29"H

ZTN Table
Standard Black Base
Graphite Nebula Top
36" Round 29"H

ZTM Table
Standard Black Base
Grey Nebula Top
36" Round 29"H

ZTE Table
Standard Black Base
Brandy Top
36" Round 29"H

ZTF Table
Standard Black Base
Metallic Silver Top
30" Round 29"H

ZTB Table
Standard Black Base
Brushed Red Top
30" Round 29"H

ZTC Table
Standard Black Base
Brushed Blue Top
30" Round 29"H

XTK Table
Tulip Chrome Base
Maple Top
30" Round 29"H

XTP Table
Tulip Chrome Base
Maple Top
36" Round 29"H

XTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 29"H

XTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 29"H

XTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 29"H

XTE Table
Tulip Chrome Base
Brandy Top
36" Round 29"H

XTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 29"H

XTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 29"H

XTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 29"H

Table Top Options

Brandy
Maple
Grey Nebula
Graphite Nebula
Brushed Red
Brushed Blue
Metallic Silver

Conference Chairs

SC9

SC8

SC1

SC4

SC6

SC2

SC3

SC5

CO4

XC3

XC2

XC1

XC6

XC5

XC4

OTO

Conference Chairs Stacking & Utility Seating

CS8

CS9

SY1

DF1

Conference Chairs

SC9 Panton Chair
White
20"L 24"D 33"H

SC8 Flex Chair
With Wheels
24"L 22"D 31"H

SC1 New York Chair
Onyx Seat, Maple Back,
Chrome Legs
23"L 32"D 33"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC6 Manhattan Chair
Oyster
26"L 22"D 34"H

SC2 Brewer Chair
Grey, Chrome
20"L 20"D 32"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

SC5 Tilt Executive Chair
With Arms, Onyx, Black
26"L 25"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H Adjustable

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H Adjustable

OTO Otto Chair
High Back, Black
23"L 21"D 43"H Adjustable

Conference Chairs Stacking & Utility Seating

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SY1 Altura Task Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

Bar Tables

30" - VTK
36" - VTP

30" - VTJ
36" - VTN

VTM

VTE

VTF

VTB

VTC

30" - WTK
36" - WTP

30" - WTJ
36" - WTN

WTM

WTE

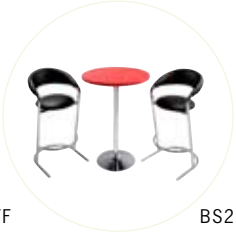
WTF

WTB

WTC

Sample Bar Table Sets

BSD, WTF


BS2, WTB

BSL, VTK

BSN, VTJ

Bar Tables

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

VTP Table
Standard Black Base
Maple Top
36" Round 42"H

VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

VTN Table
Standard Black Base
Graphite Nebula Top
36" Round 42"H

VTM Table
Standard Black Base
Grey Nebula Top
36" Round 42"H

VTE Table
Standard Black Base
Brandy Top
36" Round 42"H

VTF Table
Standard Black Base
Metallic Silver Top
30" Round 42"H

VTB Table
Standard Black Base
Brushed Red Top
30" Round 42"H

VTC Table
Standard Black Base
Brushed Blue Top
30" Round 42"H

WTK Table
Tulip Chrome Base
Maple Top
30" Round 42"H

WTP Table
Tulip Chrome Base
Maple Top
36" Round 42"H

WTJ Table
Tulip Chrome Base
Graphite Nebula Top
30" Round 42"H

WTN Table
Tulip Chrome Base
Graphite Nebula Top
36" Round 42"H

WTM Table
Tulip Chrome Base
Grey Nebula Top
36" Round 42"H

WTE Table
Tulip Chrome Base
Brandy Top
36" Round 42"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

WTC Table
Tulip Chrome Base
Brushed Blue Top
30" Round 42"H

Sample Bar Table Sets

BSD Oslo Barstool
Blue
17"L 20"D 30"H

WTF Table
Tulip Chrome Base
Metallic Silver Top
30" Round 42"H

BS2 Banana Barstool
Black, Chrome
21"L 22"D 30"H

WTB Table
Tulip Chrome Base
Brushed Red Top
30" Round 42"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

VTK Table
Standard Black Base
Maple Top
30" Round 42"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

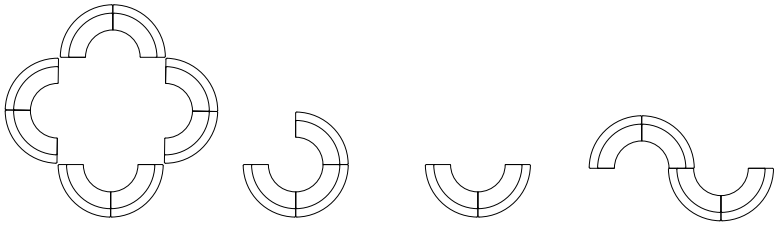
VTJ Table
Standard Black Base
Graphite Nebula Top
30" Round 42"H

Bars

BRC

BR1

Suggested Uses of Martini Bar



Barstools

BS3

BS1

BS2

BST

BSS

BCE

BSD

BSC

BSL

BSN

Bars

BRC Circle Martini Bar
Comprised of three
BR1 Martini Bars.
100"L 100"D 47"H

BR1 Martini Bar
50"L 50"D 47"H

Barstools

BS3 Ohio Barstool
Grey, Chrome
18" Round 31"H Adjustable

BS1 Ohio Barstool
Red, Chrome
18" Round 31"H Adjustable

BS2 Ohio Barstool
Black, Chrome
18" Round 31"H Adjustable

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BCE Ice Barstool
Transparent, Chrome
16.75"L 16"D 32"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSN Jetson Barstool
Black
18"L 19"D 29"H

Training Room

CP5

PO3

PO1

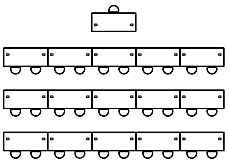
CP3

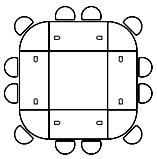
WD2

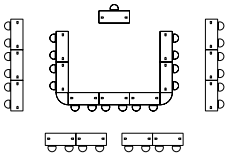
CO4

CP3, CP4

Suggested Uses of Training Table and Connecting Wedge







Training Room

CP5 Computer Table
Graphite Nebula
36"L 30"D 42"H

PO3 Kiosk
Black, Maple
24"L 21"D 42"H

PO1 Lecturn Podium
Cherry
24"L 19"D 50"H

WD2 Writing Desk
Graphite
48"L 24"D 30"H

CO4 Flex Back Chair
Charcoal Mesh, Black
26"L 24"D 38"H

CP3 Training Table
Wire Grommets,
Privacy Panel, Grey
48"L 24"D 30"H

CP4 Connector Wedge
Matches Training Table
24"L 24"D 30"H

Desks & Bookcases

BC6

BC7

JD6

JD7

Credenzas & Lateral Files

L26

L27

CR6

CR7

Files

VF4

VF2

Desks & Bookcases

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Graphite
60"L 30"D 29"H

Credenzas & Lateral Files

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Graphite
36"L 20"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Graphite
72"L 24"D 29"H

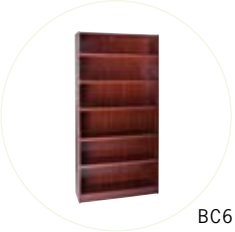
Files

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

Product Display

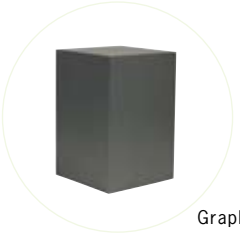
PDL

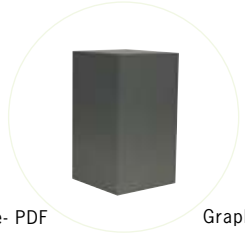

BC6

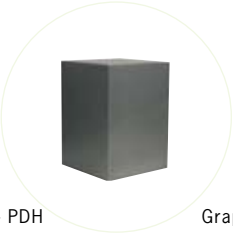
BC7

ET2

ET1


Graphite- PDF


Graphite- PDH


Graphite- PDK

Lamps

Red- LAF
White- LAD
Orange- LAE

LA1

LA2

Refrigerators

R1R

R1Q

Product Display

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Graphite
36"L 13"D 71"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

PDF Pedestal
Graphite Nebula
24"L 24"D 36"H

PDH Pedestal
Graphite Nebula
24"L 24"D 42"H

PDK Pedestal
Graphite Nebula
30"L 30"D 42"H

Lamps

LAF Lumalight Lamp
Red
15"L 13"D 90"H

LAD Lumalight Lamp
White
15"L 13"D 90"H

LAE Lumalight Lamp
Orange
15"L 13"D 90"H

LA1 Floor Lamp
Pewter
58"H

LA2 Parisian Lamp
Pewter
28"H

Refrigerators

R1R Refrigerator
White
14.0 cubic feet
20"L 30"D 65"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

Shepard Exposition Services
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Atlanta, GA 30318

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Customer Service Email: atlanta@shepardes.com
Event Code: G158031012

EXECUTIVE FURNITURE

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

SEATING

Qty.	Item	Discount	Regular	Amount
	Sofas & Sectionals			
	SO1-South Beach Sofa, P. Suede	637.15	828.30	
	SOC-Lisbon Sofa, Blk Leather	738.55	960.10	
	SOQ-Astro Sofa, Cream	687.85	894.20	
	SON-Marrakesh Sofa, Light Beige	555.70	722.40	
	SOK-Rio Sofa, Blue Suede	540.95	703.25	
	SOM-Key West Sofa, Black	561.85	730.40	
	MPS-Memphis Sofa	528.60	687.20	
	SO2-3pc. South Beach, P. Suede	1285.45	1671.10	
	SED-3pc. Newport, Charcoal Leather	1436.55	1867.50	
	Club Chairs			
	CHD-Newport Armless, Charcoal	353.35	459.35	
	COD-Newport Corner, Charcoal	407.05	529.15	
	CHC-Lisbon Chair, Black Leather	452.60	588.40	
	MPC- Memphis Chair	375.05	487.55	
	CHK-Rio, Blue Suede	388.30	504.80	
	CHQ-Astro Chair, Cream	454.75	591.20	
	CHN-Marrakesh Chair, Light Beige	395.00	513.50	

Qty.	Item	Discount	Regular	Amount
	Loveseats			
	LSD-Newport, Charcoal Leather	641.55	834.00	
	LSM-Key West, Black	498.10	647.55	
	LSC-Lisbon, Black Leather	598.00	777.40	
	Occasional Chairs			
	CCE-ICE, Transparent/Chrome	194.15	252.40	
	OCA-T-Vac, Translucent, Chrome	262.45	341.20	
	OCH-Barcelona, Black Leather	709.65	922.55	
	OCW-Barcelona Chair, White	767.55	997.80	
	OCU-Globus-White Leather	392.45	510.20	
	OCB-Key West Tub, Blk Leather	408.40	530.90	
	OCL-Cappuccino, Chocolate	322.70	419.50	
	OCY-Stage, Onyx	191.15	248.50	
	OCC-Stage, Camel	176.75	229.80	
	OCZ-Stage, Beige	176.75	229.80	
	OCR-Stage, Red	176.75	229.80	

Qty.	Item	Discount	Regular	Amount
	Ottomans			
	OTS-South Beach Wedge	227.65	295.95	
	OTQ-Square, White Leather	313.30	407.30	
	OTN-Bench, White Leather	350.80	456.05	
	OTP-Square, Black Leather	338.80	440.45	
	OTM-Bench, Black Leather	379.40	493.20	
	OSA-Oval, Black	304.10	395.35	
	OSB-Oval, White	281.20	365.55	
	OTD-Cube, Blueberry	107.15	139.30	
	OTE-Cube, Raspberry	99.10	128.85	
	OTC-Cube, Lemon	99.10	128.85	

Qty.	Item	Discount	Regular	Amount
	OSC-Cube, White Leather	107.10	139.25	
	OTH-Cube, Black Leather	115.80	150.55	
	OTK-Half Round, Blk Leather	366.90	476.95	
	OTL-Half Round, Wht Leather	366.90	476.95	
	CCZ-Circle, Black/White Leather	570.40	741.50	
	CCB-Circle, Black Leather	570.40	741.50	
	CCW-Circle, White Leather	570.40	741.50	
	PWM-Pinwheel, Blk/Red/White	1235.90	1606.65	
	PWB-Pinwheel, Blk/Red	1199.75	1559.70	

COCKTAIL AND END TABLES

Qty.	Item	Discount	Regular	Amount
	Occasional Cocktail Tables			
	C1E-Silverado	269.35	350.15	
	C1D-Soho, Steel/Chocolate	354.85	461.30	
	C1K-Inspiration	285.20	370.75	
	C1F-Geo Rect., Glass/Black	246.20	320.05	
	C1C-Geo Rect., Glass/Chrme	253.40	329.40	
	C1M-Visions, Cherry	246.15	320.00	
	C1W-Sydney, White	267.80	348.15	
	C1Y-Sydney, Black	267.80	348.15	

Qty.	Item	Discount	Regular	Amount
	Occasional End Tables			
	E1E-Silverado	253.40	329.40	
	E1D-Soho, Steel/Chocolate	320.00	416.00	
	E1K-Inspiration	271.80	353.35	
	E1F-Geo, Glass/Black	230.25	299.35	
	E1C-Geo, Glass/Chrme	237.50	308.75	
	E1M-Vision, Cherry	212.85	276.70	
	E1W-Sydney, White	241.00	313.30	
	E1Y-Sydney, Black	241.00	313.30	

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

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CONFERENCE TABLES & CHAIRS

Qty.	Item	Discount	Regular	Amount
	Conference Tables			
	CF2-Geo Table, Black	396.80	515.85	
	CE1-Geo Table, Sq. Chrome	283.80	368.95	
	CF1-Geo Table, Sq. Black	269.35	350.15	
	CG1-Manhattan Table, Black	292.50	380.25	
	CE2-Geo Table, Chrome	411.30	534.70	
	CB2-6' Graphite Table	443.15	576.10	
	CB3-8' Graphite Table	537.25	698.45	
	CD2-6' Grey Nebula Table	409.75	532.70	
	CD3-8' Grey Nebula Table	496.75	645.80	
	CC6-6' Mahogany Table	411.30	534.70	
	CC7-8' Mahogany Table	506.85	658.90	
	CC8-10' Mahogany Table	806.60	1048.60	
	CB1-42" Round, Graphite Nebula	363.50	472.55	
	CD1-42" Round, Grey Nebula	336.10	436.95	
	CC5-42" Round, Mahogany Table	363.50	472.55	

Qty.	Item	Discount	Regular	Amount
	Conference Chairs & Utility Seating			
	SC9-Panton Chair, White	191.15	248.50	
	SC8-Flex Chair with wheels	157.85	205.20	
	SC1-New York Chair	181.00	235.30	
	SC4-Jetson Chair	181.00	235.30	
	SC6-Manhattan Chair	221.60	288.10	
	SC2-Brewer Chair, Grey	169.45	220.30	
	SC3-Brewer Chair, Onyx	169.45	220.30	
	SC5-Tilt Executive Chair	297.25	386.45	
	CO4-Iso Mesh Chair	301.15	391.50	
	XC3-Luxor Guest Chair	356.25	463.15	
	XC2-Luxor Executive Chair	357.50	464.75	
	XC1-Luxor Executive, High-back	411.30	534.70	
	XC6-Altura Guest Chair	317.15	412.30	
	XC5-Altura Executive Chair	349.00	453.70	
	XC4-Altura Executive, High-back	379.40	493.20	
	OTO-Otto Chair, High-back, Black	434.45	564.80	
	CS8-Berline Chair, Black	110.05	143.05	
	CS9-Berlin Chair, Red	110.05	143.05	
	SY1-Altura Task Chair	198.40	257.90	
	DF1-Altura Drafting Stool	293.95	382.15	

CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	Café Tables- Black Base			
	ZTK-30" Maple Top/Black Base	205.65	267.35	
	ZTP-36" Maple Top/Black Base	228.75	297.40	
	ZTJ-30" Graphite Top/Black Base	205.65	267.35	
	ZTN-36" Graphite Top/Black Base	228.75	297.40	
	ZTM-36" Grey Top/Black Base	228.75	297.40	
	ZTE-36" Brandy Top/Black Base	262.45	341.20	
	ZTF-30" Metallic Silver Top/Blk Base	215.60	280.30	
	ZTB-30" Red Top/Black Base	190.15	247.20	
	ZTC-30" Blue Top/Black Base	190.15	247.20	

Qty.	Item	Discount	Regular	Amount
	Café Tables - Tulip Chrome Base			
	XTK-30" Maple Top/Chrome Base	262.45	341.20	
	XTP-36" Maple Top/Chrome Base	308.45	401.00	
	XTJ-30" Graphite Top/Chrome Base	283.80	368.95	
	XTN-36" Graphite Top/Chrome Base	308.45	401.00	
	XTM-36" Grey Top/Chrome Base	308.45	401.00	
	XTE-36" Brandy Top/Chrome Base	285.20	370.75	
	XTF-30" Met. Silver Top/Chrme Base	289.20	375.95	
	XTB-30" Red Top/Chrome Base	262.45	341.20	
	XTC-30" Blue Top/Chrome Base	262.45	341.20	

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BAR TABLES, BARS, & BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Bar Tables- Black Base			
	VTK-30" Maple Top/Black Base	237.50	308.75	
	VTP-36" Maple Top/Black Base	227.65	295.95	
	VTJ-30" Graphite Top/Black Base	237.50	308.75	
	VTN-36" Graphite Top/Black Base	246.20	320.05	
	VTM-36" Grey Top/Black Base	246.20	320.05	
	VTE-36" Brandy Top/Black Base	274.50	356.85	
	VTF-30" Met. Silver Top/Black Base	269.35	350.15	
	VTB-30" Red Top/Black Base	219.60	285.50	
	VTC-30" Blue Top/Black Base	237.50	308.75	
	Barstools			
	BS3-Ohio, Grey/Chrome	181.00	235.30	
	BS1-Ohio, Red/Chrome	181.00	235.30	
	BS2-Ohio, Black/Chrome	181.00	235.30	
	BST-Banana, White/Chrome	243.30	316.30	
	BSS-Banana, Black/Chrome	243.30	316.30	

Qty.	Item	Discount	Regular	Amount
	Bar Tables- Chrome Base			
	WTK-30" Maple Top/Chrome Base	278.50	362.05	
	WTP-36" Maple Top/Chrome Base	306.65	398.65	
	WTJ-30" Graphite Top/Chrome Base	301.15	391.50	
	WTN-36" Graphite Top/Chrome Base	306.65	398.65	
	WTM-36" Grey Top/Chrome Base	306.65	398.65	
	WTE-36" Brandy Top/Chrome Base	306.65	398.65	
	WTF-30" Met. Silver Top/Chrome Base	331.65	431.15	
	WTB-30" Red Top/Chrome Base	278.50	362.05	
	WTC-30" Blue Top/Chrome Base	278.50	362.05	
	Barstools			
	BSD-Oslo, Blue	253.45	329.50	
	BSC-Oslo, White	253.45	329.50	
	BSL-Gin, Maple	192.60	250.40	
	BSN-Jetson, Black	273.70	355.80	
	Bars			
	BRC-Circle Martini Bar	3972.25	5163.95	
	BR1-Martini Bar	1380.05	1794.05	

MISCELLANEOUS ITEMS

Qty.	Item	Discount	Regular	Amount
	Training Room			
	CP5-Computer Table-Graphite	396.80	515.85	
	PO3-Kiosk, Black/Maple	475.00	617.50	
	PO1-Lecturn Podium, Cherry	301.15	391.50	
	WD2-Writing Desk, Graphite	349.00	453.70	
	CO4-Flex Back Chair, Charcoal	301.15	391.50	
	CP3-Training Table	305.30	396.90	
	CP4-Connector Wedge	139.25	181.05	
	Desks, Bookcases, Credenzas, Lateral Files, Files			
	BC6-Bookcase, Mahogany	338.80	440.45	
	BC7-Bookcase, Graphite	331.65	431.15	
	JD6-Executive Desk, Mahogany	504.80	656.25	
	JD7-Executive Desk, Graphite	504.80	656.25	
	L26-Lateral File, Mahogany	420.00	546.00	
	L27-Lateral File, Graphite	396.80	515.85	
	CR6-Credenza, Mahogany	512.85	666.70	
	CR7-Credenza, Graphite	483.40	628.40	
	VF4-Vertical File, 4-drawer	241.00	313.30	
	VF2-Vertical File, 2-drawer	176.75	229.80	

Qty.	Item	Discount	Regular	Amount
	Product Display- Pedestals			
	PDL-42"H Pedestal, Locking	453.25	589.25	
	PDF-36"H Pedestal, Graphite	396.80	515.85	
	PDH-42"H Pedestal, Graphite	411.30	534.70	
	PDK-42"H Pedestal, Graphite	443.15	576.10	
	Product Display- Etageres			
	ET2-Etagere, Black	338.80	440.45	
	ET1-Etagere, Pewter	338.80	440.45	
	Lamps			
	LAF-Lumalight Lamp, Red	293.25	381.25	
	LAD-Lumalight Lamp, White	293.25	381.25	
	LAE-Lumalight Lamp, Orange	293.25	381.25	
	LA1-Floor Lamp	150.60	195.80	
	LA2-Parisian Lamp	150.60	195.80	
	Refrigerators			
	R1R-White 14 Cubic Feet	768.60	999.20	
	R1Q-White 4 Cubic Feet	276.60	359.60	

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received 24 hours prior to first exhibitor move-in day.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G158031012

EXHIBIT SOLUTIONS BOOTH RENTALS

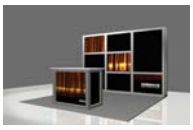
SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

EXHIBIT BOOTH RENTALS

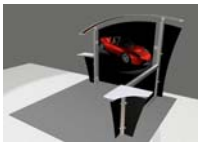
Code	Qty.	Description	Discount	Regular	Amount
The San Diego					
66250		10' x 10'	2279.90	2963.85	
66251		10' x 20'	3741.50	4863.95	
66252		10' x 30'	7015.30	9119.90	
The Chicago					
66253		10' x 10'	2192.35	2850.05	
66254		10' x 20'	3069.15	3989.90	
66255		10' x 30'	4164.80	5414.25	
The Salt Lake City					
66256		10' x 10'	1403.00	1823.90	
The Saint Louis					
66265		10' x 10'	1221.85	1588.40	
The Las Vegas					
66268		20' x 20' Island	8178.70	10632.30	
The Phoenix					
66269		10' x 10'	2572.25	3343.95	
The Detroit					
66257		10' Truss Unit	5840.25	7592.35	

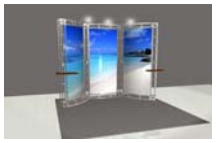
Code	Qty.	Description	Discount	Regular	Amount
The Los Angeles					
66259		10' x 10'	1513.45	1967.50	
66260		10' x 20'	2806.15	3648.00	
66261		10' x 30'	4238.40	5509.90	
The New York					
66262		10' x 10'	1987.70	2584.00	
66263		10' x 20'	3774.40	4906.70	
66264		10' x 30'	5729.15	7447.90	


Salt Lake City

Saint Louis

Las Vegas


The Phoenix


The Detroit

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652. Carpet is not included, to order please refer to the Carpet & Cleaning form.

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____ Subtotal $

Contact Name: _____ **Phone #:** _____ 8.000% Tax: $

Authorized Signature: _____ Amount Due: $

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

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Atlanta, GA 30318
Exhibit Solutions Sales Phone: 404-720-8652
Exhibit Solutions Sales Fax: 404-720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G158031012

EXHIBIT SOLUTIONS ACCESSORIES

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

ACCESSORIES

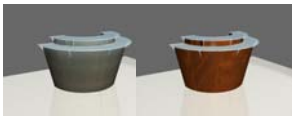
Code	Qty.	Description	Discount	Regular	Amount
		Showcases			
66270		Quarterview	812.55	1056.30	
	Please choose color:		☐ Black (06)	☐ White (03)	
66271		Triangular	742.50	965.25	
	Please choose color:		☐ Black (06)	☐ White (03)	
66272		Square	876.95	1140.05	
	Please choose color:		☐ Black (06)	☐ White (03)	
		Reception Counters			
66274		RC1	1742.90	2265.75	
	Please choose color:		☐ Chrome (CH)	☐ Wood (W)	
66275		RC2	644.10	837.35	
	Please choose color:		☐ Black (06)	☐ White (03)	
66276		RC3	1397.20	1816.35	
		Computer Stands			
66285		CS1	812.55	1056.30	
66286		CS2	473.55	615.60	
		Literature and Product Display			
66277		Gondola	430.30	559.40	
	Please choose color:		☐ Black (06)	☐ White (03)	
66278		GL1	760.00	988.00	
66279		GL2	719.10	934.85	
66280		LS1	229.50	298.35	
66281		LS2	151.95	197.55	
		Locking Cabinets			
66282		LC1	602.20	782.85	
	Please choose color:		☐ Black (06)	☐ White (03)	
66283		LC2	730.80	950.05	
	Please choose color:		☐ Black (06)	☐ White (03)	
66284		LC3	444.30	577.60	
	Please choose color:		☐ Black (06)	☐ White (03)	

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H

Triangular Showcase
1' 9" W x 1' 9" D x 7' H

Square Showcase
1' 9" W x 1'' 9" D x 7' H

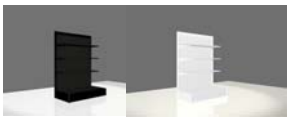


RC1
7' 9" W x 3' 5" D x 3' 9" H

RC2
4' 9" W x 2' 3" D x 3' 3" H

RC3
5' 3" W x 3' 3" D x 3' 6" H

CS1 *CS2*
CS1 - 3' W x 1' 9" D x 6' 3" H
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

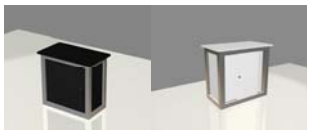


Gondola
3' 6" W x 1' 9" D x 5' H

GL1 *GL2*
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H

LS1 *LS2*

LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H



LC3
3' 9" W x 2' 3" D x 3' 6" H

LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
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UNION JURISDICTIONS
ATLANTA, GEORGIA

UNION LABOR
Since Georgia is a "right-to-work" state, exhibitor personnel may set up their own exhibits if so desired. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual. They are not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance or repairs on your products. If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

MATERIAL/FREIGHT HANDLING JURISDICTION
Shepard Exposition Services has the responsibility of receiving and handling all exhibit materials and empty crates. It is Shepard's responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exhibition. Shepard will not be responsible, however, for any materials they do not handle. Shepard will have complete control of the loading docks at all times.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

The Fire Marshal absolutely prohibits the storage of empty containers in the exhibit hall. Arrangements have been made with Shepard Exposition Services to store empty crates. Please refer to the Material Handling Information sheet in this service manual for the handling of empties, disposal of skids, etc.

GRATUITIES
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to the Exhibit Manager and Shepard Exposition Services.

IN GENERAL
Craftsmen at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of the exhibitor. All questions originated by labor are to be expressed only to Shepard Exposition Services and/or Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints to craft personnel. Any questions regarding contract labor should be directed to Shepard Exposition Services and/or Exhibit Manager.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318
Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G158031012

LABOR ORDER FORM

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

Are you requesting this labor for assembling your hanging sign? ☐ Yes ☐ No
How many laborers will you require? _____ Installation _____ Dismantling
Date of installation: _____ Requested start time: _____ Est. Hours ____
Date of dismantling: _____ Requested start time: _____ Est. Hours ____

I will need Shepard Supervised Labor for (please check one):
○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	63.50	82.55	30% **	
68067		OT	95.00	123.50	30% **	
68068		DT	126.50	164.45	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):
○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	63.50	82.55	
68061		OT	95.00	123.50	
68062		DT	126.50	164.45	

Dismantle: 68063/68064/68065
Sup install: 68069 Sup dismantle: 68073

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	127.00	165.10	

Booth size: _____ ft. x _____ ft. = _____
Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal	$
N/A Tax:	$
Amount Due:	$

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment? ☐ Crated ☐ Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: ☐ Warehouse ☐ Show site

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐
Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
Forklift required? ☐ Yes ☐ No
Carpet is? ☐ owned ☐ rented from Shepard
Carpet padding? ☐ Yes ☐ No
Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:
☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Please complete the following:
Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Shepard Exposition Services
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Event Code: G158031012

GROUND RIGGING/FORKLIFT RENTAL

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____
Requested date/time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	88.50	115.00	
35039		Overtime Hourly Rental	115.00	149.50	
35067		Double-time Hourly Rental	149.50	194.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	139.50	181.00	
35049		Overtime Hourly Rental	181.00	235.00	
35069		Double-time Hourly Rental	235.00	305.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	279.00	362.50	
35066		Overtime Hourly Rental	326.50	471.00	
35070		Double-time Hourly Rental	471.00	612.50	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

PLEASE NOTE:

Rate structure includes lift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	79.38	103.20	
35086		Overtime Hourly Rate	118.75	154.40	
35099		Double-time Hourly Rate	158.13	205.55	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	63.50	82.55	
35100		Overtime Hourly Rate	95.00	123.50	
35101		Double-time Hourly Rate	126.50	164.45	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
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SIGN ORDER FORM

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	128.75	167.40	
70010		Horz., 22" x 28"	128.75	167.40	
70011		Vertical, 28" x 44"	196.20	255.05	
70012		Horz., 28" x 44"	196.20	255.05	
70025		Meterboard, 39" x 90.75"	397.05	516.15	
Accessories					
70017		Blank Foamcore, 4'x 8'	35.00	45.50	
70021		Velcro, per ft, min. 5 ft.	2.30	3.00	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	16.35	21.25	
70071		grommets, per sq. ft. - Horizontal	16.35	21.25	
70066		Pockets, per sq. ft. - Vertical	17.55	22.80	
70072		Pockets, per sq. ft.- Horizontal	17.55	22.80	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	38.50	50.05	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.000% Tax:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Graphic files/requests must be received by discount deadline date to qualify for discounted prices.
There are no exchanges or refunds once sign has been ordered and processed.

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM
~ Email attachment (4 mgs or smaller only)
~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:
Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)
~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
~ Files should be formatted in high-resolution quality, 100-300 dpi
~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)
~ Logo reproduction (70052)
~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858
Shepard Logistics Fax: 404-720-8733
Shepard Logistics Email: logistics@shepardes.com
Event Code: G158031012

SHEPARD LOGISTICS SERVICES

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

- **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____
Hours of Operation: _____

Company _____
Address _____
_____
_____
(City) (State) (Zip)

SHIPPING INFORMATION

Items to be shipped

Number of Pieces		Est. Weight
____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Declared Value $ _____
Available at exhibitors' expense at the rate of $1.00 per $100.00 of value declared. Minimum charge of $10.00.

Size of largest piece: L _____ W _____ H _____
Loading Dock ☐ Yes ☐ No Lift Gate _____
Residential _____ Inside Pick up _____ Inside Delivery _____
Special Instructions: _____

SHIP TO

☐ I will be shipping to the **WAREHOUSE**
(Company Name, Booth #)
SuperCorrExpo
c/o Shepard Exposition Services
1531 Carroll Dr NW
Atlanta, GA 30318

Warehouse Deadline September 21, 2012
Date

☐ I will be shipping to **SHOW SITE**
c/o Shepard Exposition Services
(Company Name, Booth#)
SuperCorrExpo
Georgia World Congress Center
285 Andrew Young International Blvd
Atlanta, GA 30313

Delivery date: September 28, 2012

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:
_____
_____
_____
Contact Name: _____
Phone: _____
Deliver By Date: _____
Number of labels: _____
Special Instructions: _____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐
Credit Card #: _____
Expiration Date: _____ Security Code: _____
Billing Address: _____
City, ST, Zip: _____
Name on Card: _____
Authorized Signature: _____

FAX COMPLETED FORM TO 404-720-8733

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Email: _____ **Fax #:** _____
Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

SHIPPING LABELS

SuperCorrExpo

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

1531 Carroll Dr NW

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **SuperCorrExpo**

First day freight can arrive w/o a surcharge:
September 3, 2012
Last day freight can arrive w/o a surcharge:
September 21, 2012

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

1531 Carroll Dr NW

Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **SuperCorrExpo**

First day freight can arrive w/o a surcharge:
September 3, 2012
Last day freight can arrive w/o a surcharge:
September 21, 2012

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Georgia World Congress Center

285 Andrew Young International Blvd

Atlanta, GA 30313

For: **SuperCorrExpo**

MUST NOT BE DELIVERED PRIOR TO:

September 28, 2012 @ **8:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Georgia World Congress Center

285 Andrew Young International Blvd

Atlanta, GA 30313

For: **SuperCorrExpo**

MUST NOT BE DELIVERED PRIOR TO:

September 28, 2012 @ **8:00 AM**

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

RUSH

Shepard **ADVANCE WAREHOUSE**

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
1531 Carroll Dr NW
Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **SuperCorrExpo**

First day freight can arrive w/o a surcharge:
September 3, 2012
Last day freight can arrive w/o a surcharge:
September 21, 2012

RUSH

Shepard **ADVANCE WAREHOUSE**

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
1531 Carroll Dr NW
Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **SuperCorrExpo**

First day freight can arrive w/o a surcharge:
September 3, 2012
Last day freight can arrive w/o a surcharge:
September 21, 2012

RUSH

ADVANCE WAREHOUSE

CorrPak Competition

TO: _____

(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
1531 Carroll Dr NW
Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: **SuperCorrExpo**

First day freight can arrive w/o a surcharge:
August 15, 2012
Last day freight can arrive w/o a surcharge:
September 21, 2012

RUSH

ADVANCE WAREHOUSE

CorrPak Competition

TO: _____

(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
1531 Carroll Dr NW
Atlanta, GA 30318

Delivery Hours: M-F, 8-4:30 PM

For: SuperCorrExpo

First day freight can arrive w/o a surcharge:
August 15, 2012
Last day freight can arrive w/o a surcharge:
September 21, 2012

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G158031012

MATERIAL HANDLING AUTHORIZATION

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: ☐ Advance Warehouse ☐ Direct to Show Site
We plan to ship on (date): _____
Our materials should arrive on (date): _____
Carrier Name: _____ Pro #: _____
Origin of Shipment (city, state): _____
Please provide a contact name and number for any questions Shepard may have in regards to this shipment:
Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping***, please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping***.

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$46.75	$70.25	$60.75		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$51.25	$66.75			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Specialized Carrier Shipment (small packages under 50 lbs.)**				
	$25.63	$51.25			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$42.00	$63.00	$54.50		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$46.25	$60.25			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			
Overtime					
	Overtime: 30% fee for every overtime application			30%	

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

Subtotal	$
N/A Tax:	$
Amount Due:	$

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G158031012

MATERIAL HANDLING INFORMATION

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING — **Rate as shown on Material Handling Authorization Form**

The standard material handling applies to shipments that can be readily handled off or onto a truck using a conventional forklift or pallet jack equipment without rehandling. A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OVERTIME — **Surcharge: 30%** — **35301**

Based on show move-in/move-out schedule and/or late driver check-in, an overtime surcharge per occurrence applies to shipments handled at show site during overtime hours. Your advance warehouse shipments may be received during straight time, but due to scheduling conflicts beyond Shepard's control may be moved into the exhibit hall on overtime. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedules. Handling times will be documented on shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

LATE SHIPMENTS — **Surcharge: 25%** — **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening.

UNCRATED SHIPMENTS — **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

OFF-TARGET DELIVERIES — **Surcharge: 15%** — **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

PADDED VAN DELIVERIES — **Surcharge: $8.00/CWT** — **35041**

A padded van surcharge applies to van line carriers that transport freight at cubic displacement rates, operate a non-standard dock height equipment, require freight on the truck to be unloaded in a specific order or orientation, or require that freight on the truck be moved to unload the actual delivery.

MARSHALING YARD — **Surcharge: Maximum $25.00** — **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a fee per shipment processed through the marshaling yard.

REWEIGH OF SHIPMENTS — **Surcharge: $25.00 per forklift load** — **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE — **Surcharge: $10.00 per piece, Minimum $40.00** — **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

ENVELOPE DELIVERIES — **Surcharge: $10.50 per envelope** — **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

SECURED STORAGE — **Surcharge: $.80/sq. ft., Minimum $20.00** — **Min. one-hour labor fee for each trip** — **35400**

Only Shepard personnel have access to secured storage. A minimum one-hour material handler charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show.

ACCESSIBLE STORAGE — **Surcharge: Based on applicable Labor rate (refer to labor order form).** — **35166**

Accessible storage will be accessible during the show, but not necessarily by exhibitors. There will be no charge to return material to the booth at the close of the show.

WAREHOUSE STORAGE

Shipments arriving at the warehouse more than 30 days ahead incur storage fees. Transportation of freight to the warehouse after the show at the exhibitor's request incurs "return to warehouse" (RTW) fees and storage fees.

Return to Warehouse Service Fee — **Surcharge: $20.00 per CWT, Minimum $400.00** — **35005**

(crated materials only, uncrated materials will not be accepted at warehouse)

Storage per month — **Surcharge: $10.00 per CWT, Minimum $100.00** — **35006**

MOBILE SPOTTING FEE — **Surcharge: $150.00 round trip** — **35106**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

Shepard Exposition Services

MATERIAL HANDLING 101

SuperCorrExpo

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.

All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier, and here's why:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

SPECIALIZED CARRIER (SMALL CARTON CARRIER)

What are specialized carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service or DHL small package service **AND** do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 50 lbs.

How do I calculate my specialized carrier shipment?

Charges for specialized carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G158031012

SPECIAL MACHINERY MATERIAL HANDLING

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

SPECIAL MACHINERY MATERIAL HANDLING AUTHORIZATION

THIS FORM IS FOR MACHINERY SHIPMENTS ONLY

Code	Qty.	Item Description	Standard	Special Handling**	Amount
STRAIGHT TIME MACHINERY RATES					
35233		2,500 - 5,000 LBS	18.50 cwt	24.00 cwt	
35235		5,001 - 10,000 LBS	17.50 cwt	22.75 cwt	
35237		10,001 - 20,000 LBS	15.50 cwt	20.25 cwt	
35238		20,001 - 30,000 LBS	13.50 cwt	17.50 cwt	

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

Subtotal	$
N/A Tax:	$
Amount Due:	$

**A special handling rate is charged for extra labor or equipment required to unload or load machinery when it cannot be unloaded or loaded with a forklift in a normal manner. Examples of material handling requirements warranting special handling charges are: Rigging equipment on or off of a truck using jacks, chains, rollers, skates, straps, or cables; the use of multiple forklifts due to the length of the machinery or the lack of lifting points on the machinery, or due to the type of vehicle transporting the machinery.

SPECIAL MACHINERY IMPORTANT INFORMATION

All shipments must have proper inbound Bill of Lading or carrier bill with breakdowns. Certified weight tickets are required for all shipments. When shipping a mixed load, separate weight tickets are required to distinguish between machinery and exhibit materials. Mixed load shipments without separate weight tickets do not qualify for the machinery rates and will be invoiced at the regular material handling rate. Adjustments will not be made.

Uncrated machinery will not be accepted at the warehouse. All uncrated machinery should be delivered directly to the facility during move-in or on your designated target day and time. Shepard will receive shipments consigned directly to the facility on installation days. Shepard will deliver to booths, remove, store, and return empty containers.

Use the machinery rates for your machinery shipments only. All other freight must use the standard Material Handling rates. Machinery rates apply to machines that are skidded or unskidded but can be picked up and lifted by a Shepard forklift with no rigging equipment. **Machinery rates are discounted and no other discounts apply.** All rates apply per shipment.

A machinery shipment is defined by the following: Must weigh more than 2,500 lbs., arrive at the show site skidded or with convenient lifting structures attached, and be easily lifted with a forklift or crane. The shipment should be listed as "machinery" on the shipping documents and used or be necessary to manufacture raw material and produce a finished good. This definition would exclude all display material, calibration tools, and raw materials for demonstration purposes.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318

Customer Service Phone: (404) 720-8600
Customer Service Fax: (404) 720-8755
Customer Service Email: atlanta@shepardes.com
Event Code: G158031012

RIGGING/MACHINERY INFORMATION

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

MACHINERY & RIGGING INFORMATION

MACHINERY - UNLOADING - RIGGING REQUIREMENTS

Company Name: _____

Booth Number: _____ Booth Size: _____

Contact Name: _____

E-Mail Address: _____

Phone Number: _____ Fax Number: _____
(please insert country and area code)

- Return completed form to the attention of Customer Service at Shepard, email address: atlanta@shepardes.com or fax to (404) 720-8755.
- Please submit any diagrams, pictures and/or drawings that may be needed or helpful.
- If you should need assistance or have questions please email CONTACT OF SHEPARD.
- All exhibitors with heavy machinery, special lifting requirements or major assembly work, MUST contact Shepard in advance to verify equipment, labor and rigger requirements.

SHIPMENTS DETAILS - LIST MACHINERY DIMENSION AND WEIGHT

Please list: "(specify pounds/kilograms, metric/imperial)"

Weight: _____ Width: _____

Height: _____ Length: _____

Depth: _____ Dimensions: _____

CHECK EQUIPMENT NEEDED FOR HANDLING (DO NOT UNDERESTIMATE ON THE CAPACITY)

Forklift Capacity: ☐ 5,000 lbs. ☐ 10,000 lbs. ☐ 15, 000 lbs. ☐ 4-Stage ☐ Other: _____

Additional Equipment: ☐ Forklift Blade Entensions ☐ Straps ☐ Boom ☐ Riggers ☐ Spreader Bar

Crane Capacity: ☐ 18 ton ☐ 25 tons ☐ Other: _____

REQUIREMENTS AND DETAIL:

Can the machinery be lifted from the bottom? From the top?

Are eye bolts of lifting hooks attached for lifting purpose? ☐ Yes ☐ No

Require Installation Date: _____ Time: _____

Time required to set-up machinery: _____ hrs

Required Dismantle Date: _____ Time: _____

Time required to dismantle mahinery: _____ hrs

Type of trailer/Container: ☐ Flat Bed ☐ Single drop ☐ Double drop ☐ Step deck ☐ Dry Van
☐ Hard Top ☐ Rag Top ☐ Soft side ☐ Overseas container ☐ Other: _____

Additional Comments: _____

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Event Code: G158031012

OVERHEAD RIGGING/HANGING SIGN

SuperCorrExpo

October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembed, installed, and removed by Shepard Exposition Services certified riggers. Please complete the Labor Order Form to have your sign/truss assembled. Include set-up instructions for fixtures needing assembly.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

RIGGING CREW

Installation

Code	Est. Hours	Description	Advance	Regular	Amount
69001		ST	350.00	455.00	$
69002		OT	450.00	585.00	$
69005		DT	550.00	715.00	$

Dismantling

Code	Est. Hours	Description	Advance	Regular	Amount
69003		ST	350.00	455.00	$
69004		OT	450.00	585.00	$
69006		DT	550.00	715.00	$

ST - Straight time: Monday-Friday, 8:00 AM - 5:00 PM
OT - Overtime: Monday-Friday, 5:00 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Doubletime: All other hours and holidays

Total Estimated Install/Dismantle: $
N/A Tax: $
Estimated Amount Due: $

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.
Straight time cannot be guaranteed. Must order by discount deadline date to receive advance pricing.
Other charges may apply, please refer to Rigging Supplies Pricing Form for list of items.

SIGN DESCRIPTION, SIZE & WEIGHT

- For all hanging signs (excluding banners), please provide detailed drawing (blueprint if available) so hanging anchor points can be determined.

Type: ☐ Cloth ☐ Wood ☐ Metal ☐ Truss ☐ Other: _____

Shape: ☐ Square ☐ Triangle ☐ Rectangle Other: _____

Size: Height _____ Length _____ Width _____

Weight: _____

PLACEMENT DIAGRAM

Please use the diagram below to show us the placement of your sign/truss.

_____ feet in from back aisle # _____
_____ feet in from the left of aisle # _____
_____ feet in from the right of aisle # _____
_____ feet in from front aisle # _____

# of feet from floor to top of sign: _____

REQUESTED DATE/TIME & SUPERVISION

Please choose type of supervision:

☐ Shepard Supervision
☐ Exhibitor Supervision
☐ Display House (EAC)

If not choosing Shepard Supervision, please request date and time.

Install: Date: _____ Time: _____
Dismantle: Date: _____ Time: _____

Please note: Date/times are not guaranteed.

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

Official International Freight Forwarder and Customs Broker

Agility Fairs and Events Logistics LLC

1075 Zonolite Road, Suite 6
Atlanta, GA 30306
Tel: 404-815-8816
Fax: 404-724-9135
Contact: Margaret Churchill
E-mail: mchurchill@agilitylogistics.com
www.agilitylogistics.com

International Shipping

As the sole Official Freight Forwarder and Customs Broker, Agility Fairs & Events is appointed by show management to handle all international freight. Some of our services include the shipping of international exhibits to the show, completing Customs clearance procedures, delivering to the appointed site handling contractor, and re-exporting the freight at the conclusion of the show. We have designed our services to meet all your international transportation needs.

What are the '10+2' Importer Security Filing ocean shipment regulations?

The U.S. Department of Homeland Security must identify ocean cargo that may pose a security threat before it is loaded on board a vessel bound for the USA. The ISF regulation requires that specific information about the cargo be filed with U.S. Customs (CBP) in advance of the goods being shipped.

The details required are standard in the commercial shipping process. The difference with this regulation is that these details must be filed before a shipment is made overseas, rather then once it arrives at a U.S. port. This will impact all overseas exhibitors shipping materials to the U.S. by sea freight. If these steps are not taken, U.S. Customs and Border Protection (CBP) can refuse to allow the cargo to be loaded at the point of origin, thereby delaying the shipment.

What steps must be taken to satisfy the '10+2' ISF requirements?

The following information, called the Importer Security Filing (ISF) must be filed with U.S. Customs and Border Protection (CBP) no less than 24 hours before the sailing vessel departs from the overseas port. This rule is more commonly referred to as the 10+2 Rule because of these ten pieces of information that the importer must provide along with two additional items by the shipping line (the vessel stowage plan and container location).

1. Manufacturer (or supplier) name & address
2. Seller name & address
3. Buyer name & address
4. Ship to name & address
5. Container stuffing location
6. Consolidator name & address
7. Importer of record number
8. Consignee number
9. Country of origin of goods
10. Harmonized Tariff Schedule of the U.S. (HTSUS) number (6 or 10 digit level)

Agility Fairs & Events will complete the ISF filing for all shipments sent through the Agility network. Contact Agility Fairs & Events directly: expousa@agilitylogistics.com or 404-815-8816. If you choose to use another forwarder, please make sure that they have experience and a detailed knowledge of tradeshows as well as ISF requirements related to exhibition shipments.

When ISF is not made at least 24 hrs before the vessel sails, the freight may not be loaded and a fine of up to $5,000 may be incurred.

Additional information is available at www.cbp.gov and questions may be sent to Security_Filing_General@cbp.dhs.gov or by contacting Agility Fairs and Events USA at expousa@agilitylogistics.com.

How is my shipment cleared through U.S. Customs?

Depending on your needs, we can clear your shipment in one of three ways:

- Permanent Duty-Paid Entry: used for all goods which will remain in the U.S. and will not be re-exported. This includes all giveaway items such as brochures and samples.
- Temporary Entry: allows temporary import into the U.S. without paying duties or taxes.
- ATA Carnet: goods are imported without the payment of Customs duties and taxes, but may not be given away or sold. All items must be re-exported at the end of the show.

What documents are needed?

In order to clear the goods, we will need the following documents:

- Single master AWB/BL and separate HAWB/BL for each individual entry in the shipment.
- Commercial invoices in *English* giving full description and value for each item contained in the shipment. The invoice should be issued to your company c/o the exhibition. Separate invoices for temporary and permanent items are required.
- Packing list giving weight and dimensions of each package. This information may be included on your commercial invoice.
- Insurance certificate copy with the name of the local settlement agent in the US.

When shipping by airfreight, all required documents must accompany the shipment. For ocean freight, the documents should be sent as soon as possible to Agility Fairs & Events in Atlanta.

What services can Agility Fairs & Events provide at the exhibition?

Our staff is available to assist you before, during and after the exhibition. We will confirm that your shipment has been delivered to your booth. During the exhibition, we will meet with you to confirm the return shipping instructions. We will handle all the details for you.

What are the Agility Fairs & Events payment terms?

Our terms and conditions require that all transportation services be paid to Agility Fairs & Events Logistics LLC before the show opens. International exhibitors may make credit arrangements through our coordinating offices in their home country. Payment may also be made via wire transfer or credit card. **You can get a free estimate of shipping and import charges at www.agilitylogistics.com/fairseventsenquiry.**

How do I contact Agility Fairs & Events in my country?

We have Agility Fairs & Events offices in most countries. If you do not see your country listed, then please contact Agility Fairs & Events USA, and we will assist you.

Canada
GT Exhibitions Inc.
6553 Mississauga Road
Suite A
Mississauga, Toronto
L5N 1A6 Canada
Contact: Paula Wilkie
Tel: 905-821-6800
Fax: 905-821-9206
Email: paulawilkie@gtexhibitions.com

China
Agility Fairs & Events / Trans-Link Beijing
Room 1211, Prime Tower No. 22
Chaowai St., Chaoyang District, Beijing 100020 China
Contact: Roaddy Lu
Tel: +86 10 6588 1961/62/63/64
Fax: +86 10 6588 1960
Email: RLu@agilitylogistics.com

Denmark
Blue Water Shipping A/S
Trafikhavnskaj 11
DK-6700 Esbjerg Denmark
Contact: Klaus Bindesboll
Tel: +45 79 13 41 88
Fax: +45 79 13 46 77
Email: kip@bws.dk

France
Agility Fairs & Events
Paris Expo Porte De Versailles
Bureau des Transitaries
Terrasse H, 75015 Paris, France
Contact: Abdi El Houari
Tel: +33 1 4863 3381
Fax: +33 1 4863 3382
Email: AEL-Houari@agilitylogistics.com

Germany
Agility Fairs & Events GmbH
Cargo Center Messe Frankfurt
Ludwig-Erhard-Anlage 1
60327 Frankfurt/Main
Contact: Christian Frey
Tel: +49 69 976714 250
Fax: +49 69 976714 299
Email: cfrey@agilitylogistics.com

Hong Kong
Agility Fairs & Events
22/F. CITIC Telecom Tower
93 Kwai Fuk Road, Kwai Chung
NT, Hong Kong SAR
Contact: June Mea
Tel: +852 2211 8207 / 8200
Fax: +852 2866 2421
Email: jmea@agilitylogistics.com

Italy
Agility Fairs & Events
Strada Vecchia Paullese 5/A
Pantigliate, Milan 20090 Italy
Contact: Marilena Doneda
Tel: +39 02 269 051
Fax: +39 02 2690 5346
Email: mdoneda@agilitylogistics.com

Japan
Agility Fairs & Events
Segi Building 4th Floor
7-1 Iwamotocho
1-Chome, Chiyoda-ku
Tokyo 101-0032 Japan
Contact: Tokiko Inaba
Tel: +81 (03) 5821 4617
Fax: +81 (03) 5821 4610
Email: expojapan@agilitylogistics.com

Korea
Agility Fairs & Events
18F Jangkyo Bldg.
(South Gate 1 & 2)
#1 Jangkyo-Dong, Jung-Ku
Seoul, 100-760, Korea
Contact: Jim Lim
Tel: +82 2 2192 7426
Fax: +82 2 539 9420
Email: ljim@agilitylogistics.com

Netherlands
Fairexx BV
De Trompet 1540
1967 DB Heemskerk
Netherlands
Contact: Paul van Zijl
Tel: 31 251 2500 60
Fax: 31 251 2500 65
E-mail: paul.van-zijl@fairexx.nl

Spain
Agility Logistics SA
C/ de la Mar Groga, 51-59
Zona Franca, ZAL
08040 Barcelona
Spain
Contact: Belina Flores
Tel: +34 93 2970 857
Fax: +34 93 2970 839
Email: beflores@agilitylogistics.com

Sweden
On-Site Exhibitions AB
Box 6289
400 60 Gothenburg,
Sweden
Contact: Anneli Rogbring
Tel: +46 31 707 3070
Fax: +46 31 707 3075
Email: anneli@onsitegroup.se

Switzerland
Agility Fairs & Events
Bleichestrasse 27
CH-4002 Basel
Switzerland
Contact: Christian Setz
Tel: +41 61 685 9807
Fax: +41 61 691 7036
Email: csetz@agilitylogistics.com

Taiwan
Agility Fairs & Events / Translink
Room 5-2, 5th Floor
No. 99, Chung Shan N. Rd
Sec 2. Taipei
Taiwan R.O.C.
Contact: Frances Lin
Tel: +886 2 2581 1133
Fax: +886 2 2523 9449
Email: FLinYuKuei@agilitylogistics.com

United Kingdom
Agility Fairs & Events Logistics Ltd.
7th Floor, 26 Elmfield Road
Bromley, Kent BR1 1WA
United Kingdom
Contact: Garcia Newell
Tel: +44 (0) 208 461 8756
Fax: +44 (0) 208 228 1172
Email: gnewell@agilitylogistics.com

SuperCorrExpo 2012 – Atlanta, GA USA – October 1- 4

Consign all international shipments and corresponding documents as follows:

Consignee: *"Exhibiting Company Name"*
c/o SuperCorrExpo 2012
Booth No. _____
Georgia World Congress Center
285 Andrew Young Int'l Blvd.
Atlanta, GA 30313 USA

Notify: Agility Fairs & Events
1075 Zonolite Road, Suite 6
Atlanta, GA 30306
E-mail: expousa@agilitylogistics.com
Tel: 404-815-8816
Fax: 404-724-9135

Mark all goods as follows:

"Exhibiting Company Name"
c/o SuperCorrExpo 2012
Booth No. _____
Georgia World Congress Center
Atlanta, GA USA
Made in *(country of origin)*

Arrival Deadlines:

Deadline for arrival of LCL sea freight to Atlanta CFS terminal: September 1
Deadline for arrival of FCL sea freight to Savannah port: September 3
Deadline for arrival of air freight to Atlanta (ATL) airport: September 10

The above deadlines are based on delivery to the advance warehouse dock by September 17th.
Please contact Agility Fairs & Events USA for deadlines based on delivery direct to the show site.

The most important steps to take:

Preparation:

- **Plan to ship early** – Advance planning reduces your shipment costs. With increasing security procedures causing delays to and from the United States, **it is imperative that you meet the deadlines above**. Note that dates above are deadlines, not targets. Arrivals up to 3 weeks before the deadlines are welcome & encouraged. Please notify Agility Fairs USA once arrangements are made.
- **How to ship** – Choose the method of shipment that works best for your exhibit. Select ocean freight if your schedule allows for up to 6 weeks transit. Choose air freight for a much shorter transit time. Small ocean freight shipments (shipments under 1 cubic meter) incur several minimum charges, so air freight is sometimes less expensive than sea freight for small shipments.
- **Notification** – You must notify Agility Fairs & Events of the details of your shipment.
  List Agility Fairs & Events at the above address as the notify party on all shipping documents.
  All shipping documents must be e-mailed or faxed to Agility Fairs & Events as soon as they're issued.
  Only then can Agility Fairs & Events clear your shipment through U.S. Customs.

Details:

- **Labeling and Packing** – U.S. Customs requires that all goods be permanently marked with their country of origin. Clearly label every piece with your company name, the name of the show and your booth number. Large labels work best. Be sure that your packing materials are adequate protection for both the means of transport and the sensitivity of your goods.
- **Wood Packing Materials** – All wood packaging must be treated and marked. This includes crating, pallets, cases, skids and dunnage. Shipments packed in non-treated and marked wood material will not be permitted entry by US Customs and will be re-exported at the shipper's expense.
- **Wood Products** – Lacey Act regulations ban trade in illegally sourced timber and wood products. Commercial invoices must state country of origin and genus-species of wood items shipped into USA.
- **Documentation** – Prepare a commercial invoice in English with complete descriptions and model/serial numbers. List harmonized tariff (HTS) numbers for each line item on the invoice. Include a packing list with the dimensions, gross and net weights of each package shipped.
- **Insurance** – Take out adequate insurance to cover the value of your exhibit to and from the show.

Get a free estimate of shipping & import charges at www.agilitylogistics.com/fairseventsenquiry.

Shepard Exposition Services
1531 Carroll Drive, NW
Atlanta, GA 30318
Exhibit Solutions Sales Phone: (404) 720-8652
Exhibit Solutions Sales Fax: (404) 720-8757
Customer Service Email: lrubin@shepardes.com
Event Code: G158031012

CUSTOM HANGING SIGN RENTAL

SuperCorrExpo
October 1 - 4, 2012
Georgia World Congress Center
Atlanta, Georgia

Discount Deadline: September 10, 2012

Want to *STAND OUT* on the show floor?
Be seen by more attendees with a custom hanging sign rental!

- Hanging Sign Rental includes graphics as noted, frame hardware and harness.
- Complete the "Overhead Rigging" order form to order rigging. (Labor and additional hardware to hang sign are NOT included in rate below.)
- Orders received after the discount deadline date are subject to availability and will be charged regular prices.

STANDARD FRAMING, SIZES AND FABRIC

The Single Curve Hanging Sign

Code	Qty.	Description	Discount	Regular
69131		11.75'x3.25' curve/fabric - No Graphic	883.25	1,148.25
69132		11.75'x3.25' curve/fabric - Single-sided Graphic	1,517.20	1,972.35
69133		11.75'x3.25' curve/fabric - Double-sided Graphic	2,055.85	2,672.60

The S-Shape Double Curve Sign

Code	Qty.	Description	Discount	Regular
69134		23.5'x3.25' S-Shape - Single-sided Graphic	4,135.45	5,376.10
69135		23.5'x3.25' S-Shape - Double-sided Graphic	5,582.85	7,257.70

The Football Shape Sign

Code	Qty.	Description	Discount	Regular
69130		11.75'x3.25' Football - Graphic Outside Only	2,950.95	3,836.25

We Make Exhibiting EZ!

Contact us for multi-show rentals, custom exhibit needs, additional hanging sign options and more!!
EXHIBIT SOLUTIONS: lrubin@shepardes.com
404-720-8652

Please complete the following:

Company Name: _____ **Booth #:** _____ Subtotal $
Contact Name: _____ **Phone #:** _____ 8.000% Tax: $
Authorized Signature: _____ Amount Due: $

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
There are no exchanges or refunds once item has been delivered to your booth. Cancellations will only be accepted 7 days prior to move-in if graphic been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

SuperCorrExpo
Georgia World Congress Center
October 1 - 4, 2012
Atlanta, Georgia

INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM
$1,000,000 Per Occurrence / $2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.

_____ **1 Day - $89.00**
_____ **2-5 Days - $109.00**
_____ **6-30 Days - $400.00**
_____ **Six Months - $500.00**
_____ **Annual - $950.00**
_____ **Additional 5% of total premium to increase general aggregate to $2,000,000**

Why wait? Visit our website www.insurance4exhibitors.com/shepard to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME: _____

CONTACT: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

_____

Dates of Event: _____ Time(s): _____

Location of Event: _____

Address: _____

Description of Event: _____

Has any prior coverage been cancelled or non-renewed: ☐ Yes ☐ No

If yes, please describe and provide loss history: _____

Name, Address and Relationship of all additional insured to be added to the policy:

1.) _____ 2.) _____ 3.) _____

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day.
This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program adminstrator.

Any person who knowingly presents a false or fraudelent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

☐ Please bill by VISA / MasterCard / AmEx Card # _____

Exp. Date _____ Authorized Amount _____ CID / CIV Code _____

Cardholder Address: _____

_____

Authorized Signature Date

Insurance4Exhibitors, 30285 Bruce Industrial Parkway, Suite B, Solon, OH 44139
Phone: 440-349-6650, Fax: 440-815-2154, www.insurance4exhibitors.com

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ELECTRICAL SERVICE ORDER FORM

Georgia World Congress Center

285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Dept.:Phone: (404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

SUPERCORR EXPO

DISCOUNT PRICING AVAILABLE UNTIL SEP 11, 2012
STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____ Company Name _____

Telephone No. (___)_____ Fax No. (__)_____ E-mail: _____

Address _____ City _____ State _____ Zip Code _____

Contact Name _____ Signature _____

ELECTRICAL						
120 Volt 1 Phase (single outlet)	**Discounted Rate**	**Standard Rate**	**Qty**	**Overhead add 50%**	**24 Hour Service**	**Total**
5 AMPS	$116	$157				
10 AMPS	$154	$208				
15 AMPS	$176	$238				
20 AMPS	$204	$275				
208 Volt 1 Phase (single outlet)	**Discounted Rate**	**Standard Rate**	**Qty**	**Overhead add 50%**	**24 Hour Service**	**Total**
20 AMPS	$276	$331				
30 AMPS	$358	$430				
40 AMPS	$441	$529				
50 AMPS	$551	$661				
60 AMPS	$689	$827				
80 AMPS	$855	$1,026				
100 AMPS	$1,075	$1,290				
150 AMPS	$1,654	$1,985				
200 AMPS	$2,205	$2,646				
208 Volt 3 Phase (No Receptacles; Direct tie-in)	**Discounted Rate**	**Standard Rate**	**Qty**	**Overhead add 50%**	**24 Hour Service**	**Total**
20 AMPS	$468	$562				
30 AMPS	$634	$761				
40 AMPS	$799	$959				
50 AMPS	$909	$1,091				
60 AMPS	$1,103	$1,324				
80 AMPS	$1,489	$1,787				
100 AMPS	$1,820	$2,184				
150 AMPS	$2,867	$3,440				
200 AMPS	$3,528	$4,234				
300 AMPS	$5,063	$6,076				
400 AMPS	$6,201	$7,441				
480 Volt 3 Phase (No Receptacle: Direct tie-in)	**Discounted Rate**	**Standard Rate**	**Qty**	**Overhead add 50%**	**24 Hour Service**	**Total**
20 AMPS	$938	$1,126				
30 AMPS	$1,323	$1,588				
40 AMPS	$1,654	$1,985				
50 AMPS	$1,930	$2,316				
60 AMPS	$2,227	$2,672				
80 AMPS	$3,308	$3,970				
100 AMPS	$3,675	$4,410				
150 AMPS	$5,760	$6,912				
200 AMPS	$7,166	$8,599				
300 AMPS	$11,025	$13,230				
400 AMPS	$14,884	$17,861				

SPECIAL SERVICES				
Item Name	**Description**	**Rate**	**Qty**	**Total**
Stanchion	2 flood lights attached to a pole with weighted base	$114 ea		
Stem Lights	Light attached to flexible neck (c-clamp)	$72 ea		
Par 64	1000 watt can light installed in the ceiling	$316 ea		
Single Extension Cord	25-50 ft single receptacle extension cord	$19 ea		
Quad Extension	4 Outlet receptacle box	$24 ea		
Multi-outlet	Receptacle adapter	$10 ea		
Distribution Panel	100A-200A Panel	$250 ea		
Transformers	**Call for Quote**			

****Additional on-site labor charges may apply.**

ELECTRICAL LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	**Total Labor**
	$70.00	

NOTES:

*** All 208v service or higher require a minimum of 1hr of labor.**
***For special routing of services, order a minimum of 1 hr labor.**
***Please see pg. 2 for "Important Conditions & Regulations".**

TOTAL for THIS ORDER=

Aisle/Booth

POWER WILL BE PLACED IN THE REAR OF THE BOOTH, UNLESS OTHERWISE DESIGNATED.

SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION

Aisle/Booth

Aisle/Booth

For Congress Center Use Only

Adjusted Total: $ _____
Paid in Advance: $ _____
Paid on Show Site: $ _____
Balance/Credit: $ _____

_____
(Payment Received by)

PAYMENT AUTHORIZATION FORM

Georgia World Congress Center
Georgia Dome
285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Department
Telephone: (404) 223-4800 Fax: (404) 223-4813

SUPERCORR EXPO

DISCOUNT PRICING AVAILABLE UNTIL SEP 11, 2012

STANDARD RATES WILL APPLY AFTER THIS DATE

Please complete the information requested below and return this form with your orders. You may choose to pay by check, made payable to Georgia World Congress Center, credit card, or bank wire transfer.
We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

- ✓ **Name of Event You Are Attending**
- ✓ **Exhibiting Company Name**
- ✓ **Booth Number**

✓ **Banking Institution Information:**

Bank Name: Wachovia Bank
Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #
Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☐ Diners Club

Credit Card #: _____ **Expiration Date:** _____

Billing Address: _____

City, ST, Zip: _____

Name as it appears on card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: _____ **BOOTH #:** _____

COMPANY ADDRESS: _____ **PHONE:** ( ) _____-_____

CITY/STATE/ZIP _____ **FAX:** ( ) _____-_____

CONTACT NAME: _____ **EMAIL:** _____

ELECTRICAL SERVICE ORDER FORM

SPECIAL REQUIREMENTS

POWER REQUIREMENTS ABOVE 400-AMPS, SPECIAL VOLTAGE and TRANSFORMERS ARE AVAILABLE - PRICES UPON REQUEST

IMPORTANT CONDITIONS AND REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Rates quoted cover routing of service to the rear of the booth in the most convenient manner. Special routing, connection of equipment and all other work will be charged on a time and material basis in addition to service rate.
14. All equipment shall be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, horsepower, etc.
15. Electrical power for lights and displays will be turned on daily 1-hour prior to show opening time and off at show closing time. 24 hour power may be ordered for services that require continuous electrical service (ex. Refrigerators, Programmable Machinery, etc.).

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813

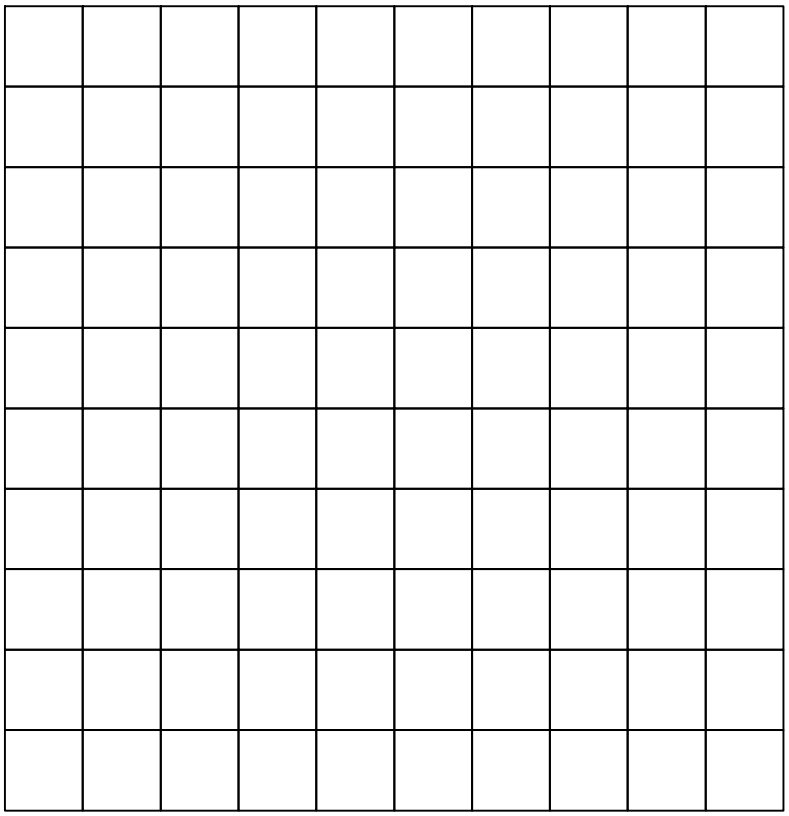
Georgia World Congress Center
285 Andrew Young International Blvd.
Atlanta, GA. 30313
Engineering Department:
(404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

10 x 10 Booth Layout

Back of Booth:_____

Indicate Adjscent Booth or Aisle Number:_____



Indicate Adjscent Booth or Aisle Number:_____

Front of Booth:_____

Show Name:_____

Booth #:_____

Company:_____

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

Georgia World Congress Center

285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Dept.-Telephone: (404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

SUPERCORR EXPO

DISCOUNT PRICING AVAILABLE UNTIL SEP 11, 2012
STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____ Company Name _____

Telephone No. (___) _____ Fax No.(__)_____ E-mail: _____

Address _____ City _____ State _____ Zip Code _____

Contact Name _____ Signature _____

Compressed Air (90-100 lbs. PSI)				
Service	**Discount Rate**	**Standard Rate**	**QTY**	**Total**
50 CFM Unit	$275	$330		
Additional Units of 50 CFM	$220	$264		

Water (Average Pressure - 55 PSI)				
Service	**Discount Rate**	**Standard Rate**	**Qty**	**Total**
Cold Water	$220	$264		
Hot Water	$341	$409		

One-Time Water Fill and Drain				
Service	**Discount Rate**	**Standard Rate**	**Qty**	**Total**
150 Gallon Unit	$193	$232		
Additional Units of 150 Gallon	$138	$166		

Natural Gas				
Service	**Discount Rate**	**Standard Rate**	**Qty**	**Total**
45,000 BTU Unit	$440	$528		
Additional Units of 45,000 BTU	$352	$422		

SPECIAL SERVICES				
Item Name	**Discount Rate**	**Standard Rate**	**Qty**	**Total**
Pressure Regulator	$50	$60		
Water Heater w/out sink	$250	$300		
PVC Piping	Call for Quote			

NOTES:

***GWCC does not guarantee minimum /maximum pressure.**
*Please see pg. 2 for **"Important Conditions & Regulations".**

Sinks			
Discount Rate (Each)	**Standard Rate (Each)**	**Qty**	**Total**
$560	$672		

Drainage			
Discountd Rate (Each)	**Standard Rate (Each)**	**Qty**	**Total**
$138	$166		

**Additional on-site labor charges may apply.

LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	**Total Labor**
	$70	

TOTAL for THIS ORDER =

Aisle/Booth

Mailing or Faxing Order:
SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION WITH ORDER

Aisle/Booth

Aisle/Booth

For Congress Center Use Only

Adjusted Total: $ _____
Paid in Advance: $ _____
Paid on Show Site: $ _____
Balance/Credit: $ _____

(Payment Received by)

COMPRESSED AIR-WATER-DRAIN-NATURAL GAS SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled show opening date.**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for plumbing service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center plumbers are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house plumber" make plumbing connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center or Georgia Dome Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. Georgia World Congress Center recommend that exhibitors provide a filter-separator for all equipment requiring air connections. Congress Center will not be responsible for moisture or water in air lines.
13. If air, water, and natural gas pressure are critical, Georgia World Congress Center recommend that exhibitors arrange to have a pressure regulator valve installed. **No guarantee can be made of minimum and maximum pressure.**
14. All equipment using water must have the inlet and outlet properly tagged.
15. The service fee will be based on the combined rated capacity of connected equipment.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404-223-4800
Fax: 404-223-4813

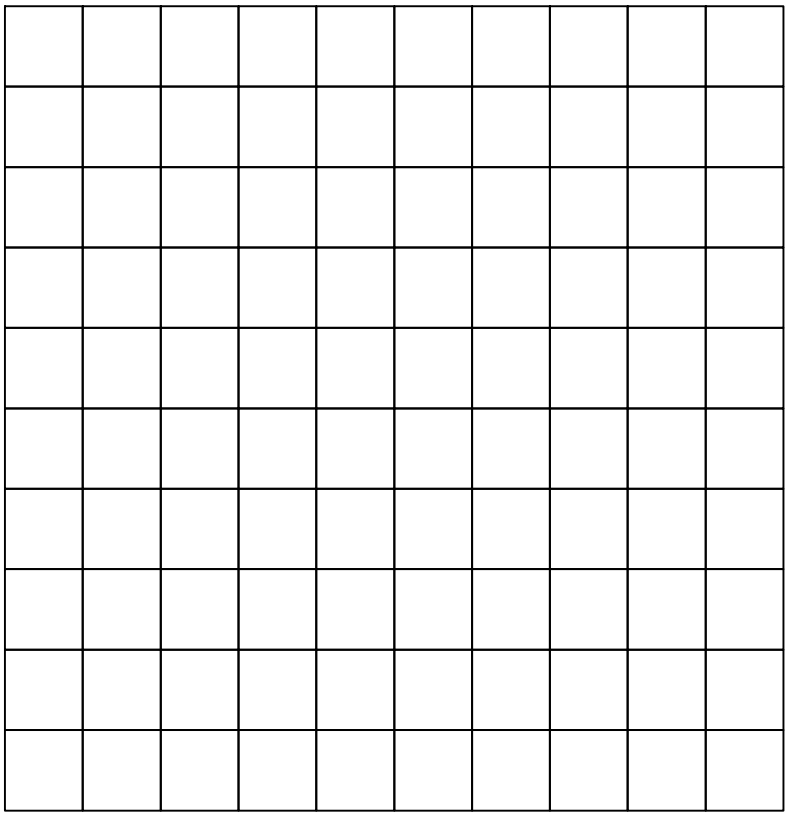
Georgia World Congress Center
285 Andrew Young International Blvd.
Atlanta, GA. 30313
Engineering Department:
(404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

10 x 10 Booth Layout

Back of Booth:_____

Indicate Adjscent Booth or Aisle Number:_____



Indicate Adjscent Booth or Aisle Number:_____

Front of Booth:_____

Show Name:_____

Booth #:_____

Company:_____

CABLE SERVICE ORDER FORM

Georgia World Congress Center

285 Andrew Young International Blvd.

Atlanta, GA 30313

Engineering Dept.:Phone: (404) 223-4800 Fax: (404) 223-4813

Submit orders online at www.gwcc.com

SUPERCORR EXPO

DISCOUNT PRICING AVAILABLE UNTIL SEP 11, 2012
STANDARD RATES WILL APPLY AFTER THIS DATE

Booth No. _____ Company Name _____

Telephone No. (___)_____ Fax No. (__)_____ E-mail: _____

Address _____ City _____ State _____ Zip Code _____

Contact Name _____ Signature _____

Basic Service Rates and Conditions

Broadband cable television service with signal provided by **Comcast** is offered by the Georgia World Congress Center. This service provides the latest news, weather, financial information and in-season sports spectaculars.

Electrical service must be ordered separately to power all television sets.

Cable Services				
Service	Number of Services	Discount Rate	Standard Rate	Amount
Cable TV		$275	$330	$

****Additional on-site labor charges may apply.**

LABOR		
Sunday-Saturday (including holidays)		
Qty. of Hours	Hourly Rate	Total Labor
	$70	

TOTAL CHARGES:

Aisle/Booth

SUBMIT DIAGRAM INCLUDING BOOTH ORIENTATION WITH ORDER

Aisle/Booth

Aisle/Booth

NOTES:

*Please see pg.2 for **"Important Conditions & Regulations"**.
*All TV sets must be CABLE READY or have multi-channel converters.

For Congress Center Use Only

Adjusted Total: $ _____
Paid in Advance: $ _____
Paid on Show Site: $ _____
Balance/Credit: $ _____

_____
(Payment Received by)

CABLE SERVICE ORDER FORM

IMPORTANT CONDITIONS & REGULATIONS

1. **TO QUALIFY FOR DISCOUNTED RATES-Orders with payment must be received 21 calendar days prior to the FIRST OPEN SHOW DATE.**
2. Notification of cancellations **must be received in writing** a minimum of fourteen **(14) calendar days prior to scheduled**
3. **PAYMENT IN FULL** is due at time services are ordered.
4. **Credit will not be given for electrical service installed and not used.**
5. Any complaint or claim must be brought to the Service Desk prior to the end of the event. The exhibitor shall maintain insurance as necessary to protect against loss or damage to equipment and property in accordance with Georgia World Congress Center license agreement.
6. All material and equipment furnished by Georgia World Congress Center for this service order shall remain the property of the Congress Center and shall be removed **ONLY** by house technicians at the close of show.
7. Unless otherwise directed, Georgia World Congress Center electricians are authorized to cut floor coverings to permit installation of services.
8. All equipment to be connected by Georgia World Congress Center must comply with NEC, federal, state and local codes.
9. Prices are based upon current wage rates and are subject to change without notice.
10. **Under no circumstances shall anyone other than a "house electrician" make electrical connections.** However; company engineers and technicians who are required to **assemble, diagnose, wire and service** equipment may be allowed to execute work subject to approval of Georgia World Congress Center Engineering Department.
11. Wall outlets, columns and permanent building outlets are **not** to be obstructed at any time.
12. **All electrical cords and appurtenances must be supplied by the Georgia World Congress Center Engineering Department.**
13. Signal is provided by Comcast
14. Electrical Services at the prevailing Rates must be ordered separately.

Questions regarding service should be directed to:

Georgia World Congress Center
Engineering Department
285 Andrew Young International Boulevard, NW
Atlanta, GA 30313-1591 USA
Telephone: 404.223.4800
Fax: 404.223.4813

PAYMENT AUTHORIZATION FORM

Georgia World Congress Center
Georgia Dome
285 Andrew Young International Blvd.
Atlanta, GA 30313
Engineering Department
Telephone: (404) 223-4800 Fax: (404) 223-4813

SUPERCORR EXPO

DISCOUNT PRICING AVAILABLE UNTIL SEP 11, 2012

STANDARD RATES WILL APPLY AFTER THIS DATE

Please complete the information requested below and return this form with your orders. You may choose to pay by check, made payable to Georgia World Congress Center, credit card, or bank wire transfer.
We require your credit card authorization to be on file before we process your order(s) for service. We reserve the right to use this your credit card account for any unpaid balance due or for any additional amounts incurred as a result of show site orders placed by your representative.

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page.

NOTE: A service charge may be added for processing U. S./International wire transfers by your banking institution

The following information must be included on the bank copy of the wire transfer confirmation:

- ✓ **Name of Event You Are Attending**
- ✓ **Exhibiting Company Name**
- ✓ **Booth Number**

✓ **Banking Institution Information:**

Bank Name: Wachovia Bank
Address: 191 Peachtree Street
Atlanta, GA 30303

Please call for the following information:

Routing # Account #
Account Type Swift Code

CREDIT CARD INFORMATION

Type of Card: ☐ AmEx ☐ M/C ☐ VISA ☐ Discover Card ☐ Diners Club

Credit Card #: _____ **Expiration Date:** _____

Billing Address: _____

City, ST, Zip: _____

Name as it appears on card: _____

Authorized Signature: _____

EXHIBITING COMPANY INFORMATION

Please complete the following information:

COMPANY NAME: _____ **BOOTH #:** _____

COMPANY ADDRESS: _____ **PHONE:** ( ) _____-_____

CITY/STATE/ZIP _____ **FAX:** ( ) _____-_____

CONTACT NAME: _____ **EMAIL:** _____

Telecommunications & Network Services Order

Georgia World Congress Center ▪ Georgia Dome ▪ Centennial Olympic Park

285 Andrew Young International Blvd., NW
Atlanta, GA 30313
Phone: 404-222-5500
Fax: 404-222-5514
http://www.ccld.net
info@ccld.net

Event Name: _____ Booth #/Location: _____

Company Name: _____ Event Date(s): _____

Street Address: _____ City: _____ State: _____ Postal Code: _____

Contact Name: _____ Telephone #: _____ Email Address: _____

PAYMENT MUST ACCOMPANY ORDER (Please make checks payable to CCLD. Note: We cannot accept checks from foreign banks nor can we accept cash.)

☐ Check Enclosed ☐ Money Order Enclosed ☐ Visa ☐ Mastercard ☐ American Express

Credit Card Number: _____ Expiration Date: _____

I HAVE READ AND AGREE TO ALL TERMS AND CONDITIONS OF THIS ORDER. PLEASE SEE BACK PAGE FOR COMPLETE TERMS & CONDITIONS.

Signature: _____ Date: _____ Name as it appears on credit card: _____

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.

TELECOMMUNICATIONS SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
Switched Telephone Line (Must dial 9 for an outside line)	$ 265	$ 305			
Dedicated Telephone Line (Telco Line, no dial 9)	$ 475	$ 475			
Multi-Line Handset Rental (12-button)	$ 250	$ 300	$ 300		
Voicemail Box	$ 50	$ 65			
Extensions	$ 50	$ 65			
Polycom Conference Phone	$ 250	$ 300	$ 300		
Plain Paper Fax Machine Rental	$ 175	$ 200			
ISDN (CCLD Circuit, Customer Provided ISP)	$ 875	$ 875			
Dry Pair	$ 225	$ 225			
DS3 (Extension of Demarcation Only)	$ 3000	$ 3000			
DS1 (Extension of Demarcation Only)	$ 1800	$ 1800			

Please choose level of phone service below. Note: LOCAL Dialing will be provided unless specified.

☐ LOCAL Dialing: Allows ONLY Local, Credit Card (0+) dialing, and Toll Free Calls (COS 6)

☐ LONG DISTANCE Dialing: Allows Local, Direct Dial Long Distance (1+area code), Credit Card (0+) dialing and Toll Free Calls (COS 1)

☐ INTERNATIONAL Dialing: Includes Standard Dialing options plus International (011+) Dialing (COS 20)

Please total services at the bottom of this order form.

A credit card must be supplied with this order for long distance service to be provided. A $0.75 surcharge per call will be charged on all Toll Free (1-800), Directory Assisted and Credit Card Calls. Long Distance charges will be billed within 30 days of move-out and charged to your credit card.

Incentive Rates Apply to Orders Received (with payment) 21 Calendar Days PRIOR to First Open Show Date.
ORDERS PLACED ON-SITE ARE SUBJECT TO 20% EXPEDITE FEE.

INTERNET & NETWORK SERVICES	INCENTIVE RATES	BASE RATES	DEPOSIT	QUANTITY	TOTAL
High-Speed Internet Connection with 1 IP Address	$ 1195	$ 1445			
Additional Hardwired Device/IP Address	$ 145	$ 190			
16-Port Hub Rental (10/100 Base-T)	$ 150	$ 175			
8-Port Firewall Rental (Includes Configuration)	$ 495	$ 525	$ 300		
25-Foot CAT-5 Patch Cables	$ 65	$ 65			
50-Foot CAT-5 Patch Cables	$ 90	$ 90			
100-Foot CAT-5 Patch Cables	$ 150	$ 150			
Floor Labor Rate, Booth Cabling, etc. (per hour)	$ 65	$ 65			
Network Engineering Rate (per hour)	$ 125	$ 125			

Subtotal (Telecommunications + Internet Services):	
Add 20% Expedite Fee for On-Site Orders:	
8% Sales Tax:	
Total:	

Please note: Each device connected to the CCLD Show Network must have an approved CCLD IP Address. The use of any DHCP, NAT, or PAT technologies must have prior approval of the CCLD Network Services Department. Any unapproved proxy servers, firewalls, wireless access points or routers will be subject to service disconnection. If you have special networking needs, please contact a customer service representative at 404-222-5500.

CCLD will provide 10/100 Base-T switched Ethernet connections with an RJ-45 connector. Any computers to be used on the CCLD Show Network must be equipped with a Network Interface Card (NIC) and the appropriate drivers.

Exhibit Floor Internet Connections originate overhead. Please attach a scaled drawing showing service locations with reference to adjacent aisle numbers or booths. If not received, CCLD will place services in the center of the booth. Requests to change location of services will be subject to a $300.00 Relocation Charge.

Rate Date: January 1, 2010

TERMS AND CONDITIONS

1. **Lease of Equipment**. CCLD agrees to lease and provide to Customer, and Customer agrees to lease and obtain from CCLD, the equipment and service described herein or on attached supplement(s), for the rental payment set forth herein, or on such attached supplement (plus all sales, use, and all other taxes due to federal, state, or local taxing authorities, if any, on the lease of equipment and provision of service here under). **Payment For Which Must Accompany Service Orders.**
2. **Term.** The equipment and services will be provided during the dates of the relevant show set forth on the CCLD Service Order Form, subject to the other provisions of this agreement. Prices are subject to change without notice.
3. **Use of PBX Switch and Related Services.** Customer's rental of the equipment shall include the usage of (but not physical access to) the common telecommunication equipment (collectively, the "Switch") serving the Customer at the convention facility identified on the CCLD Service Order Form (the "Building").
4. **Local Exchange Telephone Services.** Local exchange telephone services will be provided by the local telephone company's exchange services and facilities.
5. **Long Distance.** Long distance (interchange) services are provided by CCLD under license agreements with center management (1+ dialing) or arrangements directly between Customer and such other parties (0+ dialing). CCLD or other such parties may process billing for such service. Billing or other questions relating to long distance services should be directed initially to CCLD at the number shown on the CCLD Service Order Form. A $0.75 surcharge per call will be charged on all Directory Assistance, Toll Free Numbers and Credit Card Calls.
6. **Request for Service;** Payment.
   (a) Request for special arrangements must be received by CCLD no less than thirty (30) days prior to initial move in date. Custom/ Fiber orders must be received at least 60 days prior to move in date.
   (b) Personal checks will be accepted with Advance Rate requests only.
   (c) There will be $50.00 service charge for all returned checks.
7. **Equipment Management**. Customer will be responsible for returning all telephone sets, hubs, or other equipment and related materials to the CCLD Service Desk within 2 hours of the close of show.
8. **Cancellations**. The equipment and services are being provided by CCLD under a license agreement with the building owner or manager. CCLD may cancel this Agreement and its obligations by notice to customer in the event such license agreement expires or is terminated, in which event CCLD's only obligation shall be to refund any advanced payments made by Customer.
9. **Customer's Duties**.
   (a) Customer will use the equipment in a careful and proper manner. Customer shall not make any alterations, attachments, or additions to the equipment without CCLD's written consent. Only CCLD employees or approved personnel are authorized to modify system wiring.
   (b) Customer shall be liable for any loss or damage to the equipment arising from Customer's negligence, intentional act, unauthorized maintenance other cause within the reasonable control of Customer, its representatives, employees, agents, or invitees. In the event of any loss or damage to the equipment for which Customer is liable, Customer shall reimburse CCLD for the reasonable cost of the repair or replacement. **You will be charged upon non-return of the equipment**. Standard Telephone Sets, $75.00 each; Multi-line Sets, $300.00 each; Speaker Phone Sets, $75.00 each; Fax Machines, $500.00 each; Polycom Sets, $300.00 each; Pagers, $150.00 each; Cellular Phones, $500.00 each; Hubs, $300.00 each. Any additional equipment rented by CCLD will have an agreed upon non-return charge amount at time of rental. All charges are subject to a 8% sales tax.
   (c) The equipment shall remain the sole and exclusive property of CCLD or its assignee, and nothing contained herein shall give or convey to Customer any right, title or interest whatever in the equipment which shall, at all times, be and remain personal property notwithstanding that it may be or become attached to or embedded in the realty. **Customer should pick up equipment and/or instructions at the CCLD Service Desk**.
10. **Events of Customer Default**. Customer shall be in default hereunder if Customer fails to pay when due any rental payment or service charge or any other indebtedness to CCLD, or Customer fails to return equipment to CCLD when required to do so hereunder fails to perform or observe any other obligation or covenant to be performed or observed by Customer hereunder. **No credit will be given for equipment or service cancelled after installation date. Installation date is same as Show Move in date. A $55.00 process charge per service will be applied to any orders cancelled prior to move in date**.
11. **Remedies of CCLD**. At any time after a default by the Customer, CCLD may terminate this Agreement, by notice to Customer, and repossess the equipment, whereupon customers' right to use the equipment shall cease but Customer shall remain liable for all unpaid charges, and CCLD may apply and retain all or such portion of customers deposit as may be necessary to compensate CCLD for any unpaid charges or damages and expenses incurred on account of such default, or CCLD may exercise any other rights accruing to a lessor under any applicable law upon a default by a lessee.
12. **Limitation of Liability**.
   (a) CCLD's obligations under this Agreement are subject to, and CCLD shall not be liable for delays, failure to perform or damage or destruction or malfunction of the equipment or services or any consequence of any of the above, caused, occasioned or due to fire, flood, water, the elements, labor disputes or shortages, utility curtailments, power failure, explosions, civil disturbances, government regulatory requirements, acts of God or public enemy, war, military or government requisition, shortages of equipment or supplies, unavailability of transportation, acts or omissions of anyone other than CCLD, its representatives, agents or employees, or any other cause beyond CCLD's reasonable control.
   (b) In all situations involving performance or non-performance of equipment or related programs of services furnished under this Agreement, the Customer's sole and exclusive remedy and CCLD's sole and exclusive liability will be (i) the adjustment or repair of the equipment or replacement of the its parts by CCLD or at CCLD's option, replacement of the equipment, or correction of programming errors or (ii) if, after reasonable and repeated efforts, CCLD is unable to install the equipment or replacement equipment in good working order, or to restore the same to good working order, or to make programming operate, the Customer shall be entitled to terminate this Agreement and receive a refund equal to the excess (if any) of (1) the total amount theretofore paid by Customer to CCLD for equipment and services under this Agreement, or (2) the reasonable value of Customer's use of the equipment and services.
   (c) In no event shall CCLD be liable to the Customer or to any other party for special collateral, exemplary, indirect, incidental, or consequential damages, whether such damages occur either prior or subsequent to, or are alleged as a result of, fortuitous conduct, failure of the equipment or services of CCLD or breach of any of the provisions of this Agreement, regardless of the form of action, whether in contract or in tort, including strict liability and negligence, even if CCLD has been advised of the possibility of such damages, or for any damages caused by the Customer's failure to perform the Customer's responsibilities. Such excluded damages include, but are not limited to, loss of profits, loss of use or interruption of business, or other consequential of indirect economic loss.
   (d) Customer acknowledges and agrees that neither the owner of the building nor the prime licensee of other party responsible for the event in which the Customer is participating is responsible for the provision of the equipment or the services, and that neither such party shall be liable to Consumer for any failure or defect in such equipment or services.
   (e) Claims will not be considered unless filed in writing with CCLD by Customer prior to the close of the event identified on the order form submitted.
13. **Indemnification**. Customer hereby assumes liability for and agrees to indemnify, protect and hold wholly harmless CCLD and its agents, employees, officers, directors, and any and all successors and assigns, from and against any and all liabilities, obligations, losses, damages, injuries, claims, demands, penalties, actions, costs, and expenses, including reasonable attorney's fees, in contract, in tort or otherwise, which result from and arise out of the negligent or wrongful use of the equipment or the services, or from the acts or omissions of the Customer or its representatives, agents, employees, or invitees.
14. **Assignment**. CCLD shall have the right to assign its interest under the Agreement to any other party subsequently providing equipment and services to the building.
15. **Entire Agreement; Amendment**. This Agreement and any attached supplement(s) constitute the entire agreement between the parties hereto and supercedes all prior oral or written discussions or agreements. This Agreement may be amended only by a written agreement executed between both parties.
16. **Governing Law**. This Agreement shall be construed under the laws of the state in which the building is located.
17. **Cellular Air Time (Usage).** Cellular services are billed by license agreements with CCLD. Billing for such services will be billed separately by CCLD.
18. **Wireless Applications.** Users of wireless hardware (e.g. 802.11) and/or applications must contact CCLD to coordinate frequency usage.
19. **Exclusivity**. CCLD is the exclusive voice/data communications provider for the GWCCA. As such all outside proxy servers, routers, or any machine used to propagate a single I.P. address to multiply devices are forbidden. Each device, which has the ability to see the internet, must have an I.P. address purchased for that device.

2012 EXHIBITOR REGISTRATION POLICIES & PROCEDURES

At QMS Services, we have designed an extremely easy and efficient web site to register your exhibiting personnel and order your lead retrieval system(s). The entire registration process only takes a few minutes. If you need assistance, help is only a phone call or e-mail away. On line registration opens February 1, 2012 and can be accessed by going to www.supercorrexpo.org. Here is how the process works…

REGISTRATION PROCEDURES:

- Each exhibiting company contact will receive an e-mail around February 1, 2012 from sce@qmsreg.com. This e-mail will contain specific instructions on how to go on line and register your personnel. This e-mail also will contain the specific user name and password that is required to access the exhibitor registration web site.
- To begin the registration process, go to the exhibitor registration web site at www.supercorrexpo.org and enter your user name and password. Once you have accessed the site, please follow the step by step instructions to enter your exhibiting personnel.
- Once all exhibiting personnel have been entered and you checkout, you will receive an immediate confirmation e-mail. You will be able to access your account during the entire pre-registration period by following the same procedures above.

IMPORTANT NOTES:

- Before you checkout, you will have the option to order your lead retrieval system(s) choices. It is encouraged to order these during the pre-registration period. Order forms will also be available within the exhibitor service kit.
- If you do not want to register on line, exhibitor registration forms will be available within the exhibitor service kit. These can be faxed to 678-341-3099.

QMS SERVICES CONTACT INFORMATION:

- **E-mail:** sce@qmsreg.com
- **Customer Service Number:** 678-341-3042
- **Event Dates:** October 1-4, 2012

QMS SERVICES, INC.

OFFICIAL REGISTRATION PROVIDER OF SUPERCORREXPO

GENERAL OPERATING POLICIES AND PROCEDURES

GEORGIA WORLD CONGRESS CENTER

These General Operating Policies and Procedures with referenced publications have been established to ensure the Georgia World Congress Center, its personnel, licensees and related service industries are working in a safe and orderly environment. These policies and procedures should serve as a guideline governing event and building operations. Any questions, requests for variations or exceptions should be promptly submitted to the Event Services Department and must be approved in writing by GWCC management.

General Operating Procedures

1. Animals and pets are not permitted in the facility except in conjunction with an authorized exhibit, display or performance; or as aids to the disabled.
2. Building signage, graphics, displays, restrooms, elevators, escalators and similar features may not be visibly blocked in any manner, nor may temporary signs or decorations be attached to any building surface.
3. The Center does not provide furniture and equipment for exhibit booth use. All arrangements for exhibit booth and lounge furniture should be made through a service contractor.
4. House lighting, ventilation, heat or air conditioning will be provided as required during open show hours, rehearsals or special conditions. Energy conservation mandates reduced lighting and ventilation during move-in and move-out periods.
5. GWCC provides the following services on an exclusive basis.
   - Electrical services, including power and plumbing.
   - Utility services consisting of water, drain, compressed air, and natural gas
   - Food and Beverage service
   - Telecommunication services
6. A "house electrician or Engineering Technician" must perform all wiring, electrical installations and other exclusive services; however, authorization may be granted for company engineers or technicians to perform special electrical work on their own company exhibit equipment.
   Authorization may also be granted for licensed electricians to perform certain audio/visual installation on theatrical sets.
   Contact GWCC Engineering for further information (404-223-4800).
7. The use of anchors and drilling of exhibit hall floors will only be performed by House Engineers. Please contact GWCC Engineering for further Information (404-223-4800).

Maintenance, Cleaning and Protection of Building Furnishing, Equipment and Finishes:

1. Decorations may not be taped, nailed, tacked or otherwise fastened to ceilings, painted surfaces, columns, or fabric and decorative walls.
2. Helium balloons may not be given out inside the building but may be authorized for permanent attachment for authorized displays – See Event Services Department.
3. **Adhesive-backed decals and stickers may not be distributed anywhere on the premises.**
4. **"Glitter" and confetti may not be used in carpeted areas of the building.**
5. Planters, furniture and other building equipment may not be removed or repositioned. GWCC personnel shall handle any movement of furniture for event purposes.
6. Motorized vehicles, forklifts, gas or electric carts, bicycles, scooters and similar equipment may not be operated on any carpeted areas of the building.
7. Carpet runners; show carpet or other temporary floor coverings over permanent carpet must be approved in advance. Contact Event Services Department for specification of approved tapes to use when installing carpet. Double-faced tape and heat tape are prohibited for direct application to permanent carpet.
8. Tape removal from exhibit hall floor is the responsibility of the licensee and their service contractor(s).
9. Food and beverages are not permitted in any Auditorium of the GWCC.

GENERAL OPERATING POLICIES AND PROCEDURES

GEORGIA WORLD CONGRESS CENTER

Safety

1. Safety of occupants of the Center is of primary concern. Any unsafe condition or activity should be immediately reported to GWCC Security (x4911 on Red House Phone) and supervisory personnel of the responsible party for corrective measures.
2. Hazardous work areas are defined as any area on the premises where exhibits, equipment and freight are being handled, such as loading dock areas; exhibit halls, services corridors, marshaling yards, etc.
   Within these areas and throughout the premises, the following guidelines will be strictly enforced:
   a. Absolutely no drinking of alcoholic beverages.
   b. No horseplay, practical jokes, etc.
   c. Possession or use of an illegal or controlled substance of any kind is prohibited.
   d. No speeding (over 5 mph) or reckless use of vehicles and equipment.
   e. No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, inside the building. No refueling activity of any kind permitted. Refueling must be accomplished a minimum of fifty (50) feet beyond the exterior of the building.

f. Access to fire exit doors and corridors shall be maintained throughout move-in/move-out activities.

g. Utility panels, switchgear, fire hose cabinets, standpipes, fire extinguishers and fire alarms must remain visible and accessible at all times.

h. Oil spills; loose or missing floor box covers or any other visible safety hazard shall immediately be reported to GWCC Security (x4911 on Red House Phone).

i. Work activities in galleria areas on upper levels require additional supervision to ensure safety for attendees to other events.

3. Basic Fire Code Regulations:

a. The NFPA 101 Life Safety Code 2000 Edition has been adopted with specific revisions and interpretations for review of occupancies and events in this facility.

b. All drapes, curtains, table coverings, skirts, carpet or any materials used in exhibits must be flame retardant.

c. Fire hose cabinets, fire extinguishers, sprinklers, fire exit doors, route of egress and any other fire safety device or facility must not be hidden, obstructed or otherwise disturbed.

d. Crates, packing material, wooden boxes and other highly combustible materials may not be stored in exhibit halls, meeting rooms or fire exit areas.

e. Vehicles on display must have all fuel tank openings locked and sealed in an approved manner to prevent the escape of vapors. Fuel tanks shall not contain in excess of one-half their capacity or contain in excess of 10 gallons of fuel, whichever is less. At least one battery cable shall be removed from the batteries used to start the vehicle engine. The disconnected battery cable shall then be taped to avoid potential sparks.

f. The use of pyrotechnics and welding equipment, open flames or smoke emitting material as part of an exhibit or display must be individually reviewed by GWCC Event Services and the Fire Marshall for the State of Georgia. All request must be submitted in writing and include appropriate and required documentation.

4. Special Conditions
   Use of lasers and x-ray equipment, is subject to review and approval by the Georgia Department of Human Resources-Radiological Division. Contact Event Services for specific information on submission requirements for this approval.
5. Passenger elevators and escalators may not be used for freight, including hand trucks, floats and similar equipment.

Food Service

Levy Restaurants is the exclusive caterer for all food and beverage services on the premises. No food or beverage of any kind may be brought or delivered into the building or to the exterior grounds, parking decks, truck docks and drives constituting the "premises". Contact Levy Restaurants (404-223 4500) for food and beverage requests.

Access Video Productions

specializing in event videography

PO Box 801491 Acworth, Georgia 30101 678.361.6151
www.accessvidpro.com

Exhibit Videography Price List
Please accommodate our photography/videography requirements as listed

October 1 - 4, 2012
Georgia World Congress Center, Atlanta, GA

_____ Product Release Video @ $1000 per finished minute

_____ In-booth Interview Video@ $1000 per finished minute

_____ Custom Video Creation @ $1000 per finished minute

Orders must be received by September 14, 2012

Please add $9.00 for shipping and insurance within the continental United States. $20 for international shipping. **PAYMENT MUST BE INCLUDED WITH ORDER** - Business checks, personal checks or money orders only, cash not accepted.

PLEASE PRINT:

Special Instructions: _____

_____

Name of Firm: _____ Booth #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Representative in charge of booth: _____

Authorized Signature: _____

Please mail the order and payment to: Access Video Productions, PO Box 801491, Acworth, GA 30101

Campus and Parking Map

Campus Facilities

- A B C GWCC
- D Georgia Dome
- E Centennial Olympic Park

Parking Key

		Number of Spaces
1	Red Deck	2,000
2	Orange Lot	580
3	Silver Lot	82
4	Blue Lot	722
5	Gold Deck	300
6	Yellow Lot	1284
7	Marshalling Yard	
8	Green Lots	200
9	Brown Lot	300
10	Off Campus Lots	

GEORGIA WORLD CONGRESS CENTER

GEORGIA DOME

CENTENNIAL OLYMPIC PARK

Georgia World Congress Center Authority Campus Map

3/2010

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to clarify the requirements for multi-story exhibit booths. The Fire Marshal has provided basic guidelines for compliance with Paragraph 9-4.4.3.7 of NFPA 101 Life Safety Code, which governs multi-level exhibit booths. In addition, the GWCC and Georgia Dome have developed additional guidelines appropriate for the safe and orderly operation of these facilities. These guidelines are as follows:

a. Covered or roofed areas should be furnished with acceptable battery-powered smoke detectors that emit alarms audible outside of the enclosed or covered area.
b. The exhibitor will provide for a Fire Watch within the booth space. Personnel providing Fire Watch services must be supplied with a Class 2A10BC Fire Extinguisher in each enclosed area covered by the floor above. Personnel must be trained in the use of extinguishers.
c. Spiral stairways are not recommended for areas occupied by the public, visitors or clientele, unless specifically approved.
d. Exhibit booth plans must be submitted to the Georgia World Congress Center/Georgia Dome Event Services Department for review a minimum of sixty (60) days before move-in. There must be a licensed structural engineer's stamp of certification on all plans.
e. The upper deck of multilevel exhibits greater than 300 square feet in area shall have at least two remote means of egress.
f. Areas within the exhibit booth that are totally enclosed (i.e., walls and roof/ceiling) must be served by an emergency lighting source (i.e., battery-powered) when such areas lead to exit access from the space (e.g., stairs, aisles, corridors, ramps and passageways leading to an exit from the booth space).

PURPOSE

The Georgia World Congress Center (GWCC) and the Georgia Dome (Dome) provide these guidelines to describe requirements and approvals for rigging in the facility and installation of signs.

PLANNING

The GWCC and Dome wish to accommodate customers' requests to promote events with interior signs, banners and other forms of promotional advertisement, including exhibitors' requests for signage above booth areas. With the multitude of events scheduled at these facilities, these guidelines have been developed to protect the interests of all users of these facilities and maintain an appropriate building environment. Additionally, these guidelines address safety and maintenance considerations of the buildings. However, rigging is generally prohibited at the Georgia Dome due to the design and nature of this facility, and most equipment must be floor supported.

Generally, these guidelines do not apply to floor installations by individual exhibitors within exhibit booths. These guidelines do apply to any installation connected to the facilities' structural elements (e.g., ceilings, columns, beams, windows) and any proposed installation in the common (public) areas of the facility (e.g., meeting room and entrance concourses, pre-function areas, etc.).

All preliminary requests for installation of show banners, signs and any rigging should be submitted to the Event Services Department approximately six (6) months prior to the event. Final requests are to be included in the Plan of Operation required at least sixty (60) days prior to the event. The plans should include a full description of the proposed installation including proposed location of sign or banner, proposed copy, name of contractor and dates of installation and removal. Large complex signs and banners will also require weights, proposed rigging and anchoring methods and other relevant information for the facility's engineering review. In the GWCC, any signs or structures weighing over 500 pounds may require the additional services of the facility's structural engineer consultant to verify adequacy of connection to the building. In the Dome, all requests for rigging must be submitted to the Event Services Department and will be reviewed by the Dome's structural engineer.

SPECIAL NOTICE REGARDING RIGGING REVIEW AND APPROVAL

The review of all signs, banners and rigging by the GWCC or Dome is restricted to general conformity to these policies, procedures and guidelines. Any review by the facility's structural engineering consultant is restricted to the capability of the structure to accept the loading of the proposed installation. The GWCC, Dome and its structural engineering consultant assume no responsibility nor liability and make no representation regarding the structural adequacy and integrity of the signs, banners, lighting trusses or equipment to be rigged, including the connection devices used to attach the devices to the facility.

Authorization Request

Sample Beverage Distribution

Levy Restaurants has exclusive beverage distribution rights within the Georgia World Congress Center and Georgia Dome. Sponsoring organizations of expositions and trade shows, and / or their exhibitors, may distribute sample beverage products ONLY upon written authorization.

General Conditions:

1. Items dispensed are limited to products manufactured or processed by exhibiting firms and are related to the purpose of the show.

2. All items limited to SAMPLE SIZE.

   Beverages limited to maximum of 6 oz. Container and 5 oz. product
   Food items limited to "bite size".

3. The firm named below acknowledges they have sole responsibility for the use, sale, servicing or other disposition of such in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and the Georgia World Congress Center Authority from all liabilities, damages, losses, costs or expenses directly or indirectly from their use, sale, serving or other disposition of such items.

4. Standard fees for handling, delivery, ice or other services required from Levy Restaurants will be changed where applicable, including 20% service and 8% sales tax.

5. Other beverage items used as traffic promoters (i.e. coffee, sodas, bottled water) MUST be purchased from Levy.

Name of Event_____Booth No._____

Firm Name_____

Contact_____Title_____

Telephone_____Fax_____E-Mail_____

City_____State_____Zip_____

Product(s) and reason you wish to dispense items:_____

_____

Portion size and method of dispensing items:_____

_____

Approved_____
General Manager
Levy Restaurants

For additional services and information, please contact Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS AT LEAST TWO WEEKS PRIOR TO START OF SHOW TO ENSURE CONFIRMATION.

Levy Restaurants
285 Andrew Young International Blvd, N.W., Atlanta, GA 30313-1591
Telephone: 404-223-4500 Fax: 404-223-4511

FedEx Office℠

FedEx Kinko's is now FedEx Office

We're ready to help you in the Georgia World Congress Center.

Find out what **convention** and **convenience** have in common

Come see us at our new location:

285 Andrew Young Intl. Blvd. N.W.
Atlanta, GA 30313

1.404.223.4660
Fax: 1.404.223.4776
usa1065@fedexkinkos.com

Convention Sales Representative

Anthony "Myles" Davis
1.404.223.4660

Services offered at this FedEx Office Print & Ship Center℠:

- Black & white and color copying.
- Computer workstation rental with Internet access and printing capabilities.
- Laptop stations with Internet access and printing capabilities.
- Fax services — inbound and outbound.
- Packing services and shipping with FedEx Express® and FedEx Ground® (up to 150 lbs.).
- Desktop publishing and document creation services.
- Finishing services such as binding options and lamination.
- CD and DVD duplication.
- Large-format color printing of signs, banners and posters.
- U.S. postage.
- Photo services and Sony® PictureStation.™

Exclusive services offered at this FedEx Office Print & Ship Center:

- Copier rental
- Scootaround rental
- Retail supplies

Place your orders online.

Go to **fedex.com/conventions** to place your orders and send documents, banners, posters and more, right from your computer.

Georgia World Congress Center

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Lead Retrieval

QMS Services, Inc. is proud to be the official registration and lead retrieval contractor for SuperCorr Expo 2012. See you in Atlanta, GA!

As an exhibitor this year you have the opportunity to utilize technology that captures leads easily and automatically, allowing more valuable time to spend with your potential customers.

If you have not yet ordered your lead retrieval system, we want to remind you that there will be a limited supply on site. To guarantee your rental, save time and sign up now!

The Infocard Plus® Wireless lead retrieval system will provide exhibitors with the following:

- Convenience and portability of a small, hand-held unit
- Picture and voice capabilities
- Up to 10 programmable customizable qualifiers
- Speed of laser scanning and an easy-to-use touch screen
- Instant access to leads via SD memory card
- Ability to generate an entry without a badge present
- Battery powered – does not require electricity

$290/unit on or before 9/4/12
$320/unit after 9/4/12 and on site

The Infocard Plus® lead retrieval system will provide exhibitors with the following:

- Compact – uses less than a square foot of space
- Up to 10 programmable customizable qualifiers
- Speed of laser scanning – it takes seconds to store and print a lead
- Instant access to leads by way of USB memory stick
- Ability to store up to 3,000 leads with continuous updates to USB drive
- Built-in automatic printer capabilities for data redundancy

$290/unit on or before 9/4/12
$320/unit after 9/4/12 and on site

The iLeads application features the following:

- Ability to capture, qualify and manage trade show leads anywhere
- Includes 7 standard follow up action codes and 4 standard survey qualifiers
- Unlimited number of customized follow-up and survey questions and answers
- Attach a photo and note to leads
- Ability to search leads by name or badge number
- Leads posted online for easy retrieval and post show management

$290/unit on or before 9/4/12
$320/unit after 9/4/12 and on site

*** The iLeads application is available to exhibitors who wish to use any iPhone®, iPad®, or iPod Touch® device to obtain leads rather than, or in addition to, renting a lead retrieval device ***

Orders are accepted via mail, phone, fax, or online!

http://www.prereg.net/2012/sce/leadretrieval

Please direct all questions to:
QMS Services, Inc.
6840 Meadowridge Court Alpharetta, GA 30005
Phone - 678-341-3000 Fax - 678-341-3099

QMS Services, Inc. Lead Retrieval Rental Order Form:

Show Name: SuperCorr Expo 2012 **Booth Number**: _____
Your Name: _____ **Title:** _____
Exhibiting Company: _____
Street Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Telephone: _____ **Fax:** _____
E-mail: _____

PRICING:	**PRIOR TO OR ON 9/4/2012**	**AFTER 9/4/2012 AND ONSITE**
Wireless Infocard Plus® System with optional blue tooth printer	$290.00	$320.00
Wireless Blue Tooth Printer (for use with Wireless Infocard Plus® System only)	$50.00	$50.00
Infocard Plus® System with built in printer	$290.00	$320.00
iLeads License(s) used with iLeads application	$290.00	$320.00
Developer's Kit (sample badges, order and name of fields with delimiter used)	$290.00	$290.00

PLACE YOUR ORDER: (corresponding prices are listed above)

Wireless Infocard Plus® System: (with optional blue tooth printer)

PLEASE RESERVE _____ WIRELESS INFOCARD PLUS® SYSTEM(S) WITH OPTIONAL PRINTER
PLEASE RESERVE _____ WIRELESS BLUETOOTH PRINTER (additional fee applies)

Infocard Plus® System: (with built in printer)

PLEASE RESERVE _____ INFOCARD PLUS® SYSTEM(S)

***The Infocard Plus® system is an electronic device. A standard 120V, 3 prong electrical outlet MUST be available in your booth unless a wireless system is leased in which case electricity is not needed.**
NO ELECTRICAL SERVICE IS PROVIDED AS A PART OF THIS ORDER

---

iLeads License (used with iLeads application):

PLEASE RESERVE _____ ILEADS LICENSE(S)

*** The iLeads application is available to exhibitors who wish to use any iPhone®, iPad®, or iPod Touch® device to obtain leads rather than, or in addition to, renting a lead retrieval device ***

Developer's Kit: (sample badges, order and name of fields in bar code with delimiter used)

PLEASE RESERVE _____ DEVELOPER'S KIT(S)

ORDER TOTAL: _____
(ALL COMPANIES PLEASE ADD 7% SALES TAX)

***CONTINUE TO THE NEXT PAGE TO FILL OUT PAYMENT INFORMATION**

QMS Services, Inc. Lead Retrieval Rental Order Form:

CUSTOM LEAD QUALIFIERS: (not applicable with iLeads licenses)

Custom Lead Qualifiers are used to further qualify your sales leads. They do not function as an open-ended question, rather an available choice you can check off or leave blank. You may only list up to ten qualifiers. Please limit your responses to 25 characters.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

IMPORTANT:

- All Infocard Plus® systems MUST be ordered at least ten (10) days prior to the event to ensure availability. Any orders received less than ten (10) days prior to the event MAY be refused and you will have to order onsite. If orders are not placed in advance, there is no guarantee that one will be available.
- All cancellations must be received by fax or mail no later than five (5) days prior to show to receive a full refund. Any cancellations received after this time will not be refunded.
- Custom lead qualifiers may not be available for systems rented onsite. Changes to your custom lead qualifiers must be requested, in writing at least fifteen (15) days prior to the beginning of the show.
- Rentals are NOT delivered to the exhibiting company's booth. Rentals must be picked up at the lead retrieval service desk onsite from a QMS manager in order to receive proper operating instructions. Conversely, all equipment must be returned to the service desk within 45 minutes after the close of the show or a $100 late fee will be applied.

PAYMENT INFORMATION & DICLAIMER:

I understand that I am purchasing a license to rent the equipment ordered for the duration of the show only and that no equity or ownership in the equipment is imparted by this rental agreement. I further understand that I am responsible for the proper use and safeguarding of the equipment while it is in my possession; that I will be liable for any loss or damage to the equipment, normal wear and tear excepted **and a credit card security deposit is required onsite**. Units come with one roll of lead paper and a memory card (wireless printer for wireless lead device is additional fee). Additional paper rolls may be purchased onsite at a cost of $10 each.

METHOD OF PAYMENT:

VISA MASTERCARD AMERICAN EXPRESS CHECK (CK #) _____

Card Number: _____ Exp. Date: _____

***ONLY Credit card orders may be faxed to (678) 341-3099**

Signature: _____ Date: _____

QMS Services, Inc.
Infocard Plus Center
6840 Meadowridge Court
Alpharetta, Georgia 30005
(678) 341-3000 - (800) 824-2389
Fax: (678) 341-3099
Fed. Employ. ID # 20-0499150

SCOOTAROUND - GEORGIA WORLD CONGRESS CENTER

ACCESSIBLE SERVICES & SPECIAL NEEDS

Scootaround is the preferred provider of accessible services at the Georgia World Congress Center (GWCC). Our broad range of services includes scooter and wheelchair rentals, oxygen and shuttle services for major events held at the GWCC. Equipment is available for daily or weekly rental.

MOBILITY SERVICES AT THE GEORGIA WORLD CONGRESS CENTER

Mobility Scooters (3 and 4 wheel)

Electric mobility scooters available for daily or weekly rental. Standard and heavy duty models are available.

Manual Wheelchairs

Manual wheelchairs available for daily or weekly rental. Wheelchairs equipped with adjustable footrests.

Oxygen Tanks and Accessories

Oxygen, accessories and scooter carrying racks. *Two week advance notice required for these items.

Shuttle and Event Seating Services

Shuttle program provides qualified staff and electric carts to transport attendees between venue locations.

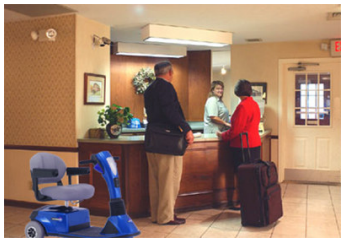
SERVICES AVAILABLE TO SHOW MANAGERS

OSR (Onsite Service Rentals)

This program provides a pre-determined number of scooters and qualified staff to run a rentals program from start to finish, including hands on training.

Fleet Orders (Multiple Vehicles)

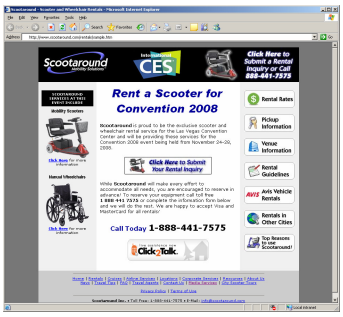
A fleet of scooters is provided for your event, based on its attendance estimates. Equipment is delivered charged and ready for use.



AR (Attendee Reservations)

We deliver the rental equipment directly to the attendee's hotel. Marketing tools are included to increase attendee awareness of the service.

SCOOTAROUND NO-CHARGE SERVICES TO SHOW MANAGERS INCLUDE

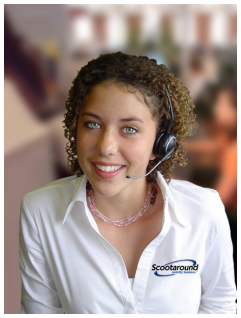


Custom Rentals Web Page

Custom-designed web page with link to showcase your event and automate the rentals process.

Custom Event Flyer Template

Printable flyer with your event's information for mailing to your attendees or to send via e-mail.



7-Day Call Centre Support

Our staff is available 7-days a week for assistance and technical advice about our mobility equipment.

Need More Information?

If you would like more information on how Scootaround can help you with accessible needs and ADA compliancy, please contact the Scootaround Corporate Services Department at **(888) 441-7575**.

TAPPI AICC 2012 SUPER CORR EXPO October 1-4 Atlanta, GA, USA

Florist Web Site

Interactive Floral Order

(770) 507-6777
FAX (770) 474-4676
plant@tlc-florist.com
www.tlc-florist.com

TLC
N•A•T•I•O•N•A•L
convention • plant • services

Exhibitor Name: _____ Booth Representative: _____

Firm, Billing Name: _____ Purchase Order or Reference Number: _____

Booth Number: _____ Credit Card #: _____

Billing Address: _____ Expiration Date: _____ (MC, VISA, AM. EXP)

City :_____State: _____ Zip: _____ Name of Credit Card Holder as shown on card

Show Decorator: _____ _____

Phone: _____ext_____ Fax: _____ Authorized Signature: _____

Cell: _____ Email Address: _____

Please return completed form with payment to: P.O. Box 538, Rex, GA 30273 (770) 507-6777 **(770) 474-4676 FAX**
Please return overnight shipment with payments to: 121 Pine Drive, Stockbridge, GA 30281

FOR DESIGN HELP, HAVE A TLC DESIGNER CALL OUR BOOTH ON THE FOLLOWING DATE: _____ TIME: _____

FROM SIMPLE AND ELEGANT TO WILD AND COLORFUL! LET A TLC DESIGNER CREATE THE PERFECT LOOK JUST FOR YOU!

If you would like to specify color, size, type flowers, please do so below—***prices start at $60.00***.

Qty ____ Tropical flowers—Price $ _____ each

Qty ____ Seasonal flowers—Price $ _____ each

Color _____

Width _____ Height _____

Additional Request: _____

Don't know what you want? Just want a splash of color? Let TLC designers choose your fresh seasonal flowers!

Qty ____ TLC pick my colors, size, type flowers $50.00 ea

Visit www.tlc-florist.com for additional sample pictures. For free design assistance, please call 770-507-6777 or email plant@tlc-florist.com with any questions.

COLORFUL POTS OF VIBRANT FLOWERS!

Mums—12"-18"H

$20.00 each

Qty ____

White ____

Yellow ____

Bronze ____

Lavender ____

Azaleas—12"H

$35.00 each

Qty ____

White ____

Pink ____

Red ____

Bromeliads—12"-18"H

$35.00 each

Qty ____

Purple ____ Red ____

Yellow ____ Orange ____

Tri-Color ____

TLC Designers can provide the following:

- **Water Features**
  Fountains
  Ponds
  Water falls
- **Garden Areas**
  Tropical (beach scenes; rain forests)
  Seasonal (Spring, Fall, Holiday)
  Formal (serenity garden, English garden)
- **Border Areas**
  Hedges (control flow)
  Lawn or Golf (promotional)
  Trees (privacy)

Special services are Available for hospitality Suites, award banquets, And VIP room deliveries.

See next page for green plants.

FLORAL ORDER FORM

FLORAL ORDER FORM

770) 507-6777
plant@tlc-florist.com
www.tlc-florist.com

Small Fern

Small Fern—12”H x 12”W

$25.00 each

Qty ____

Large Fern

Large Fern—24”H x 24”W

$35.00 each

Qty ____

Ivy

Ivy—10”H x 10”W

$35.00 each

Qty ____

Pothos

Pothos—12”H x 12”W

$35.00 each

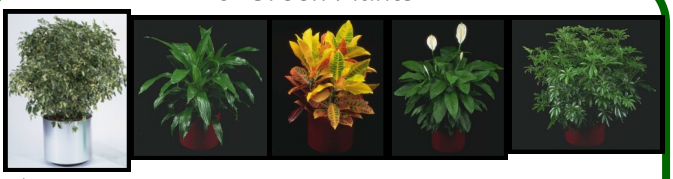
Qty ____

2’ Green Plants

$29.95 each

Qty ____

3’ Green Plants



$39.95 each

Qty ____

Standard 4’ to 6’ Green Plants

4’ @ $49.95 each Qty ___

5’ @ $59.95 each Qty ___

6’ @ $69.95 each Qty ___

7’ H & Taller plants & Planters are available Call 770-507-6777 for price/ availability

Planters are 2 1/2’ long.

Top-dressed with azalea (pictured) Also available with mum Choose flower color for flower choice.

For Top-dressing with fern & azalea

__ white, __ pink, __ red

For Top-dressing with fern & mum

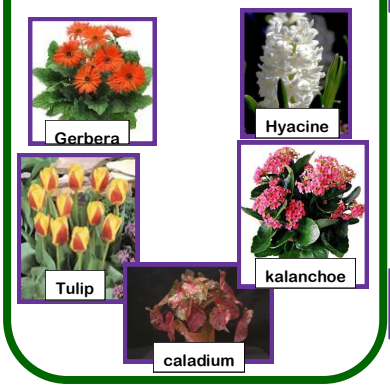
__white, __yellow, __bronze, __lavender

4’ @ $125.00 each, Qty ___

5’ @ $135.00 each, Qty ___

6 ’ @ $145.00 each, Qty ___

Seasonal Flowering Plants Call for Price & Availability



Rental price includes: Decorative container, top dressing, professional maintenance, installation and pick up. There is a one-time $10.00 charge for ***daily*** floral delivery. **ALL ORDERS MUST BE PAID – IN – FULL PRIOR TO SHOW CLOSING.** We accept cash, company check, VISA, MASTERCARD, AMERICAN EXPRESS. Adjustments cannot be made after the close of the show. All rental items remain property of TLC Atlanta Convention Plant Services, Inc. ***There is a restocking fee for orders cancelled less than 2 weeks prior to show opening. There is a 1.5% Energy Surcharge added to all orders.***

Order Cost Summary

Select Container
(Included in rental cost)

___Black ___White ___Wicker

Chrome, Brass, Terra Cotta, &
Other Containers are available.
Please call 770-507-6777 for pricing.

SubTotal _____

8% Sales Tax _____

Total _____

Audio Visual Services Order Form

TECH RENTALS, LLC
An AudioVisual Presentation and Staging Services Company

Phone: (800) 967-2419
Fax: (770) 451-7925

QTY	VIDEO EQUIPMENT	SHOW RATE	TOTAL
	DVD Player (Standard)	150.00	
	Blu-ray Player	$245.00	
	Pal Format DVD Player	Call for Price	
QTY	**LCD & PLASMA MONITORS**	**SHOW RATE**	**TOTAL**
	*** Where needed, check *Wall Mount* or *Table Stand* ***		
	*** Some monitors and mounts may require labor. See terms. ***		
	17" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	125.00	
	20" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	175.00	
	22" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	225.00	
	24" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	275.00	
	26" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	375.00	
	32" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	575.00	
	37" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	650.00	
	42" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	750.00	
	50" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	950.00	
	61" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	1975.00	
	Plasma Floor Stands (Chrome Dual Post)	125.00	
	Plasma Stereo Speakers	75.00	
	VGA Distribution Amplifier (1x2)	100.00	
	VGA Extension Cable (10' to 25')	25.00	
QTY	**PROJECTION EQUIPMENT**	**SHOW RATE**	**TOTAL**
	LCD Projector, 3000 Lumen	625.00	
	LCD Projector, 3500 Lumen	900.00	
	LCD Projector, 5000 Lumen	1900.00	
	42" Projector Cart w/drape	60.00	
	6' - 8' Tripod Screen	90.00	
	*Larger screen sizes also available	Call for Price	
QTY	**AUDIO EQUIPMENT**	**SHOW RATE**	**TOTAL**
	Shure UHF Wireless Microphone Kit (100 CH / Programmable)	275.00	
	Shure Wired Handheld Microphone	75.00	
	Powered Speaker with Floor Stand	150.00	
	Sound System #1: (2)Speakers w/stands, (1) Wired Mic, (1) Mixer	425.00	
	Sound System#2: (2)Speakers w/stands, (1) Wireless Mic, (1) Mixer	675.00	
	CD Player	75.00	

Equipment Total	
Delivery/Pick Up 15%, min. $75	
8% Sales Tax	
Other Fees	
Grand Total	

Booth# _____

Tech Rentals, llc - 6550 McDonough Drive Norcross, GA 30093

Audio Visual Services Order Form

TECH RENTALS, LLC
An AudioVisual Presentation and Staging Services Company

Phone: (800) 967-2419
Fax: (770) 451-7925

Show Name:	**On-Site Contact:**	**Cell Phone:**
Facility:	**Booth#**	**Room:**
Company:	**Delivery Date:**	**Delivery Time:**
Contact:	**Pick Up Date:**	**Pick Up Time:**
Address:		
City:	**State:**	**Zip:**
Phone:	**Fax:**	
Email: (Confirmation of order will be sent here)		
AMEX/Visa/MC#:		
CW#:	**Exp. Date:**	
Cardholder Name:	**Signature:**	

Pricing:
Orders must be received by **7 business days prior to load in** to receive the listed pricing. An additional 15% will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show.

Delivery:
An authorized representative must be present at the time of delivery and pickup.
Equipment will be delivered to and picked up from your booth.

Labor, Installation & Dismantle (I&D):
Any order requiring labor, including the installation and dismantling of equipment, will be subject to a labor charge of $75 per hour, per man. Tech Rentals does not supply labor to mount hanging brackets to your booth. This must be done prior to Tech Rentals setting up any equipment that is to be mounted on your booth. The client will be responsible for any union labor costs, if applicable.

Equipment:
For equipment not listed, please contact us for a complete list of inventory.
Customer is responsible for the security of rented equipment and will be required to pay for any items that are lost or stolen during the rental period (anytime after delivery and before pickup of equipment).

Guarantee:
Equipment is guaranteed to be operational upon delivery to your booth.
It is assumed that the renter has an understanding of the operation of equipment.
Equipment problems must be reported immediately to our service desk.
TR will not be responsible for problems reported after termination of rental.
Any loss or damage of said equipment will be paid for by the renter.

Cancellation:
Equipment rental cancellation must be submitted 5 days prior to show or will be charged 50% of rental fee.
On-site cancellations will be charged 100% of rental fee.

Payment:
All exhibit orders must be reserved with a major credit card with payment in full due at the time the order is placed.
A written confirmation will be sent to you once your order has been processed.

Computer Services Order Form

TECH RENTALS, LLC
An AudioVisual Presentation and Staging Services Company

Phone: (800) 967-2419
Fax: (770) 451-7925

QTY	DESKTOP COMPUTERS	SHOW RATE	TOTAL
	*** includes wired keyboard, mouse and 15" monitor ***		
	PC - Pentium IV 2.20ghz,2GB,DVD,NIC,Windows/Office	285.00	
	PC - Core2 Duo 2.4GHz, 4GB Ram, Windows/Office	385.00	
	Mac - G5 Tower, Dual Core 2.3GHz, 4GB Ram	495.00	
QTY	**LAPTOP COMPUTERS**	**SHOW RATE**	**TOTAL**
	PC - Pentium IV 2.66ghz,512Mb ,DVD, WiFi, Windows/Office	250.00	
	PC – Core2 Duo 2.1GHz, 4GB Ram, Windows/Office	350.00	
	MacBook Pro 2.2GHz, 2GB Ram	500.00	
QTY	**LCD & PLASMA MONITORS**	**SHOW RATE**	**TOTAL**
	*** Where needed, check *Wall Mount* or *Table Stand* ***		
	*** Some monitors and mounts may require labor. See terms. ***		
	17" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	125.00	
	20" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	175.00	
	22" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	225.00	
	24" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	275.00	
	26" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	375.00	
	32" Flat Screen LCD Monitors *** [ ] Wall Mount [ ] Table Stand	575.00	
	37" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	650.00	
	42" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	750.00	
	50" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	950.00	
	61" Plasma Display (16:9 Ratio) *** [ ] Wall Mount [ ] Table Stand	1975.00	
	Plasma Floor Stands (Chrome Dual Post)	125.00	
	Plasma Stereo Speakers	75.00	
	VGA Distribution Amplifier (1x2)	100.00	
	VGA Extension Cable (10' to 25')	25.00	
QTY	**PRINTERS & OFFICE EQUIPMENT**	**SHOW RATE**	**TOTAL**
	HP 4200 Series Laser Jet Printer (4200, 4240, 4250)	225.00	
	HP 3600 Color Laser Jet Printer	675.00	
	Print Server (Ethernet)	75.00	
	Desktop Copier	350.00	
QTY	**COMPUTER ACCESSORIES**	**SHOW RATE**	**TOTAL**
	Wireless Mouse & Keyboard	150.00	
	Keyboard & Mouse (wired)	60.00	
	Multi-Media Speakers	45.00	
	Ethernet Cable (25' to 50')	25.00	
	Hubs, Routers and other networking equipment available	Call for Price	

Equipment Total	
Delivery/Pick Up 15%, min. $75	
8% Sales Tax	
Other Fees	
Grand Total	

TAPPI AICC 2012 SUPER CORR EXPO October 1-4 Atlanta, GA, USA

Booth# _____

Computer Services Order Form

TECH RENTALS, LLC
An AudioVisual Presentation and Staging Services Company

Phone: (800) 967-2419
Fax: (770) 451-7925

Show Name:	**On-Site Contact:**	**Cell Phone:**
Facility:	**Booth#**	**Room:**
Company:	**Delivery Date:**	**Delivery Time:**
Contact:	**Pick Up Date:**	**Pick Up Time:**
Address:		
City:	**State:**	**Zip:**
Phone:	**Fax:**	
Email: (Confirmation of order will be sent here)		
AMEX/Visa/MC#:		
CW#:	**Exp. Date:**	
Cardholder Name:	**Signature:**	

Pricing:
Orders must be received by **7 business days prior to load in** to receive the listed pricing. An additional 15% will be added to equipment pricing for late/on-site orders. Rental prices are for the duration of the show.

Delivery:
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Equipment:
For equipment not listed, please contact us for a complete list of inventory.
Customer is responsible for the security and condition of rented equipment and will be required to pay for any items that are lost, stolen or damaged during the rental period (anytime after delivery and before pickup of equipment).

Guarantee:
Equipment is guaranteed to be operational upon delivery to your booth.
It is assumed that the renter has an understanding of the operation of equipment.
Equipment problems must be reported immediately to our service desk.
TR will not be responsible for problems reported after termination of rental.
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Payment:
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A written confirmation will be sent to you once your order has been processed.

TONY BENNER
photography

Photography Order Form

Photos of Exhibits & Products

Exhibits

Views	Each	Qty. / Subtotal
1st view	$ 150.00	
Additional views	$ 100.00	

Prices include 1-8”x 10” custom print of each view

Additional Prints & Photo CD	Each	Qty. / Subtotal
1st print	$ 25.00	
2nd or more prints	$ 12.00	
Reorder setup charge	**$ 16.00**	
Surrender of digital files on CD	**$ 75.00**	

News & Editorial

Photography	Each	Qty. / Subtotal
Price per hour	$ 190.00	
Edit/optimize digital files	$ 75.00/hr.	
1 8”x 10” black & white or color print	$ 30.00	
Surrender of digital files	$ 75.00	

Shipping

1 day - $20.00 to $50.00 depending on zone, 3 day - $15.00 _____

Total _____

Name of show _____

Company Name _____ Booth # _____

Address _____

Ordered by (please print) _____ Signature _____

1039 North Virginia Avenue NE
Atlanta, GA 30306
Office: (404) 875-7889
Cell: (404) 805-3932
Fax: (404) 875-1187
Email: tbenner@mindspring.com
Web: www.tonybennerphotography.com

Please have the photographer at our booth # _____

At (time) _____ On (Date) _____

Photos of booth: ____ Empty ____ With staff ____ With activity

Terms: 50% deposit to accompany order; balance due at time of photography. Checks only.

SuperCorr Expo 2012
October 1 - 4, 2012
Georgia World Congress Center- Atlanta, GA

OFFICIAL CONTRACTOR:

DUPREE SECURITY GROUP, INC.
104 Sycamore Place, Suite B, Atlanta, Georgia 30030
404-350-8355 Fax: 404-350-6991
Contact: les@dupreesecurity.com or Direct Line 404-350-8355 ext 15
Contact: mary.brown@dupreesecurity.com or Direct Line 404-350-8355 ext 10

REQUEST SUBMITTED BY:

Company:_____On-Site Contact Person:_____

Address:_____City:_____State:_____Zip Code:_____

Phone:_____Fax:_____Booth Number:_____

E-Mail Address:_____

Security services are requested for the following dates and times:

Circle One: Civilian Personnel Police Officer

_____

_____

_____

_____

If your personnel have not arrived at the booth each morning by the time you specified above, should our security personnel stay in your booth until your personnel arrive (any additional costs will become an extra charge over and above this estimate): **If not circled our personnel will leave your booth at the designated time**:
Circle One: Yes No

Hourly Rates:	Civilian Personnel	Police Officer
Orders received by 08/31/12	$24.00	$39.00
Orders received after 08/31/12	$28.00	$41.00

Terms of Payment: The full amount shall be paid in advance when the request is submitted. Company checks, American Express, Visa and MasterCard are accepted. Any alteration or deviation from the specified dates and times that involve extra costs will become an extra charge over and above this estimate. **A six-hour minimum is required.** Return a completed copy along with payment for the full amount. No order will be accepted without payment. All cancellations must be received 24 hours or more prior to posting time. It is agreed that Dupree Security Group, Inc. is not responsible for theft or damage.

Submitted by:_____

Total Hourly Rate Cost: $_____

3.5% Service Fee for Credit Card: $_____

Total: $_____

Circle One: AMEX Visa MasterCard

Name on Card:_____

Card Number:_____ Expiration Date:_____

CONFIRMATION OF ORDER

DUPREE SECURITY GROUP, INC. Amount Received: _____

By: _____ Date: _____

EXHIBITOR ORDER FORM

Georgia World Congress Center

Georgia Dome

Centennial Olympic Park

IMPORTANT INFORMATION

WELCOME TO THE
GEORGIA WORLD CONGRESS CENTER!

Please take a moment to review our policies and procedures.

All food and beverage must be ordered through Levy Restaurants, the exclusive caterer for the Georgia World Congress Center and the Georgia Dome.

All catering orders require full payment at least 10 days in advance. We accept company checks and wire transfers (ten days prior to service), Visa, MasterCard, Discover, American Express and Diners Club. A credit card is required to be on file for any additional services ordered during the show. Menu prices are charged in U.S. dollars.

Cancellations must be made 48 hours in advance of delivery date; otherwise full charges will be incurred. Please note that all food and beverage prices are subject to applicable service charges and applicable taxes.

Only exhibitors with booths in the trade show exhibit hall may give away sample portions of the product they manufacture, produce, or distribute. Sample sizes must be limited to five ounces of beverage and three ounces of food. All samples must be related to the nature of the show. Written authorization is required by Levy Restaurants.

Client is responsible for all electrical needs, tables, chairs, and trash removal.

There will be a 50.00 charge for each delivery totaling less than 50.00 (prior to tax and service charge).

All exhibitor booth services are considered "drop off" and include necessary equipment; booth attendants are available at an additional cost. All services include disposable ware, napkins, and appropriate condiments. China glassware is available for an additional charge. Please contact your Sales Manager for more details.

All alcohol services (if permitted by Show Management) require a minimum amount to be charged; the service may also require additional forms to be completed. No alcohol may be brought into the facility. Please contact your Sales Manager for more details.

Prices are subject to change without notice.

Levy Restaurants

285 Andrew Young International Boulevard, N.W.
Atlanta, Georgia 30313-1591
Phone: 404.223.4500 • Fax: 404.223.4511
foodservices@levyrestaurants.gwcc.com

ORDERING 21 DAYS
IN ADVANCE
SAVES YOU 10%

BEVERAGES, BREAKFAST, AND BREAKS

BEVERAGES

Coffee
Fresh brewed coffee, decaffeinated coffee and flavored teas
45.00 per gallon

Premium Coffee
Fresh brewed Starbucks coffee, decaffeinated coffee and flavored teas
49.00 per gallon

Fresh Brewed Iced Tea
45.00 per gallon

Assorted Juices *(Coca – Cola Products)*
3.00 each

Soft Drinks *(Coca – Cola Products)*
3.00 each

Dasani Bottled Water *(10 oz.)*
3.00 each

Sparkling Water *(10 oz.)*
3.25 each

Milk *(1 pt.)*
Whole, 1%, 2%, Skim
2.25 each

Water Cooler Rental
50.00 per day
**Price for cooler rental only; Spring Water Jug must be purchased separately*

Exhibitor is responsible for power for cooler
**Power Requirements: 110V/20amps*

Spring Water Jug (5 Gallons)
Includes paper cups
25.00 each

Ice *(40lb. bag)*
45.00

BREAKFAST

Assorted Cereals
3.75 each (includes milk)

Oatmeal
3.75 each

Assorted Baked Goods
Danish, muffins and croissants with butter and jellies
34.00 per dozen

Assorted Bagels
includes cream cheese and butter
34.00 per dozen

Gourmet Breakfast Pastry Selection
(filled demi-croissants, apple strudel, pecan coffee cake, and scones)
38.00 per dozen

Assorted Biscotti
38.00 per dozen

Hot Breakfast Sandwiches
Your choice of any one flavor by the dozen: Biscuits, croissants or English muffins with egg and cheese; bacon, sausage or ham; southern style chicken biscuits are also available
45.00 per dozen

BREAKS

Party Snack Mix
18.00 per pound

Hershey's Kisses
12.00 per pound

Pretzel Twists (Bulk)
12.00 per pound

Peanuts, Dry Roasted or Honey Roasted
15.00 per pound

Whole Fresh Fruit
15 piece bowl 25.00
25 piece bowl 38.00

Assorted Yogurts
3.00 each

Trail Mix
3.50 per bag

Individual Bags of Chips and Snacks (Assorted)
2.50 per bag

HORS D'OEUVRES AND DESSERTS

COLD HORS D'OEUVRES

Spring Vegetables Crudite
Seasonal vegetables with chile lime cream and ranch dipping sauce
25 persons – 137.50
*Served in increments of 25

Artisan Cheese and Fruit Board
English Cheddar, Maytag Bleu cheese, Humboldt Fog, Camembert Claudel, Herb Boursin, served with dried cherries, clover honey, apricots, lavosh, assorted crackers and gourmet flatbread
25 persons – 193.75
*Served in increments of 25

Domestic Fruit and Cheese Tray
A display of old world craft and American pride cheeses from near and far, served with seasonal berries and fruit garnish, assorted crisp crackers and flat breads
25 persons – 112.50
*Served in increments of 25

Seasonal Fruit Tray
Assortment of sliced fruits and berries
25 persons – 125.00
*Served in increments of 25

Tortilla Wraps
Summer grilled vegetables with ranch dressing, smoked turkey and cheddar with lettuce, tomato
50 pieces – 160.00
100 pieces – 320.00

HOT HORS D'OEUVRES

Cocktail Meatballs
Served with marinara or mushroom sauce
4.00 per piece (50 piece minimum)

Chicken Wings
Barbecue, buffalo or lemon pepper
4.00 per piece (50 piece minimum per flavor)

Chicken Drummets
Southern style breaded chicken with honey mustard sauce
4.00 per piece (50 piece minimum)

Potato Skins
With Cheddar cheese and sour cream
4.00 per piece (50 piece minimum)

Pig in a Blanket
Plump all beef mini hot dogs wrapped in a flaky pastry dough, served with tomato ketchup and spicy mustard
4.00 per piece (50 piece minimum)

Vegetable Spring Rolls
With sweet chili sauce and cilantro oil
3.50 per piece (50 piece minimum)

Cocktail Quiche
Three cheese, spinach florentine, mushroom or French lorraine
3.50 per piece (50 piece minimum)

Caprese Mini Quiche
Tomatoes, basil, mozzarella, and sun-dried tomatoes
3.75 per piece (50 piece minimum)

DELECTABLE DESSERTS

Gourmet Brownie Selection
38.00 per dozen

Gourmet Dessert Bars
38.00 per dozen

Assorted Jumbo Cookies
34.00 per dozen

Gourmet Tea Cookies
30.00 per dozen

Assorted Cookies
30.00 per dozen

Cake Selections
Black forest, strawberry shortcake, chocolate, tiramisu, coconut, lemon, carrot, German chocolate
55.00 each

New York Style Cheesecake
60.00 each

Chocolate Covered Strawberries
60.00 per dozen

Mini French Pastries
60.00 per dozen

Gourmet Truffles
60.00 per dozen

Specialty Cake with Logo or Special Message
Half Sheet Cake
95.00
serves 40-45 Persons

Whole Sheet Cake
190.00
serves 75-90 persons

DELIVERED BOX LUNCHES

All box lunches include a soda, piece of fresh fruit, and homemade baked good

DELI BOX LUNCH – 20.00 PER PERSON

- Honey glazed ham and swiss on pretzel bread
- Smoked turkey and cheddar on a honey wheat roll
- Tuna salad croissant
- Chicken salad croissant

PREMIUM BOX LUNCH – 24.00 PER PERSON

- Grilled Veggie Wrap on onion ciabatta with mushrooms, peppers, monterey jack cheese, pasta salad, piece of fresh fruit and homemade baked good
- Center Cut Roast Beef and Smoked Cheddar on onion ciabatta, pasta salad, piece of fresh fruit and homemade baked good

GOURMET SALAD BOX LUNCH – 20.00 PER PERSON

- **American Chop** - Mixed greens with ham, turkey, peppers, tomatoes, cucumbers, garbanzo beans, peppercorn ranch
- **Chicken Caesar Salad** - Crisp romaine with grilled chicken, roma tomatoes, herb croutons, parmesan cheese, caesar dressing
- **Vegetable Chop Salad** - Mixed greens with broccoli, peppers, cucumbers, onion, roma tomatoes, black olives, provolone cheese, parmesan cheese, red wine vinaigrette
- **Caprese Salad** – Crisp romaine with plum tomatoes, basil, mozzarella cheese

CHEF'S TABLES

(20 person minimum per selection)

All Chef's Tables include disposable ware (beverages are not included)

Deli – A variety of smoked turkey, roast beef, smoked ham, cheddar cheese, Swiss cheese, and provolone cheese, with kosher pickles, lettuce, onion and tomatoes. Served with sliced bread, Kaiser rolls, mustard, mayonnaise, and potato chips
20.00 per person

Georgia Barbecue – Chopped barbecue pork with sesame buns, spiced roasted corn, dill pickles, sweet pickle, chips, and hot sauce
20.00 per person

Southern Delight – Southern fried chicken, cornbread biscuits, clover honey, potato salad
20.00 per person

Little Italy – layers of creamy ricotta cheese, fresh pasta sheets, and a plum tomato-basil sauce with garlic bread and butter; choice of traditional beef or vegetarian
20.00 per person

MISCELLANEOUS SERVICES

Booth Attendant – 200.00 *(first 4 hours)* 60.00 *(each additional hour)*

Chef's Attendant – 200.00 *(first 4 hours)* 60.00 *(each additional hour)*

Bartender - 200.00 *(first 4 hours)* 60.00 *(each additional hour)*

TRAFFIC PROMOTERS...AND MORE!

DESSERT CART

- A lavish selection of freshly homemade goods tempting all! Includes a grand selection of cakes, cookies, dessert bars and more.
- Includes attendant.
- 1400.00 per day

DELUXE ESPRESSO AND CAPPUCCINO CART

- Ornate copper and brass machine on umbrella cart
- Includes attendant
- 300 cups of beverage
- 1400.00 per day
- 3.00 per additional cup
- 1600.00 per day with Starbucks Coffee
- 300 cups of beverage. 3.50 per additional cup

**Requires 110 – volt power, 208 – volt, 20 amp*

***ask your salesperson about having your cups branded!**

POPCORN MACHINE RENTAL

- Bring the smell of fresh popcorn to your booth!
- Includes attendant to serve your guests
- 750 (8 oz) cups of popcorn, seasoning, scoop, napkins, and popcorn containers
- 800.00 per day
- Additional boxes of popcorn available for 200.00 each

**Requires 110 volt/20 amps power*

ICE CREAM FREEZER AND NOVELTIES

- Indulge in delicious frozen treats any time of day!
- Includes freezer rental and 120 ice cream novelties (a variety of fruit bars, frozen yogurt bars, and ice cream sandwiches)
- 400.00 per day
- Additional ice cream novelties available for 36.00 per dozen (minimum 3 dozen)
- Assorted Gourmet Ice Cream bars (high end brands such as Haagen Dazs, Dove, etc.) available for 48.00 per dozen (minimum 3 dozen)

**Requires 110 volt/20 amps power (freezer)*

(Novelties and Gourmet Ice Cream bars must be ordered as part of above package)

LEAVE YOUR MARK...
WITH BRANDED ITEMS

**call*

404-223-4500

for more information

DINING DOLLARS DEBIT CARD!

The Levy Restaurants dining dollars debit card is a dining card that works like a debit card! It is redeemable at wide variety of outstanding restaurants and cafés located in the Georgia World Congress Center. Here are ways you can benefit from the Levy Restaurants Dining Dollars Debit Card:

1. Manage staff meals and beverage budgets!
   Our cards provide the best way for managers to set per-diems, manage budgets and avoid the administration of post show expense reports
2. Provide attendees incentives to guarantee a visit to your booth! Treat attendees to a refreshment Levy Restaurants Dining Dollars Debit Cards make great reward gift incentives
3. Make a memorable impression! Tradeshows are famous for giveaways, but if you want to giveaway something exciting with great perceived–value, Levy Restaurants Dining Dollars Debit Cards are ideal impromptu gifts

***There is a 10.00 minimum for all cards.**

Levy Restaurants

EXHIBITOR SERVICES ORDER FORM AND SERVICE AGREEMENT

COMPANY (INCLUDE BOOTH NAME IF DIFFERENT)	MAIN CONTACT	
BILLING ADDRESS		
CITY	STATE, COUNTRY	ZIP CODE
PHONE NUMBER	FAX NUMBER	E-MAIL
EVENT / TRADESHOW	ROOM / BOOTH NUMBER	FACILITY / HALL
ON SITE AUTHORIZED CONTACTS / CONTACT NUMBER	# OF EXPECTED GUEST	

DAY / DATE	REQUESTED DELIVERY TIME / END TIME (Contact must be present)	ITEM DESCRIPTION	QUANTITY	PRICE

(Please use additional sheet if needed)

INSTRUCTIONS:

1. PLEASE contact our office if you do not receive your catering agreement, banquet orders, and balance due within 2 weeks of placing your order; receipt of these forms CONFIRMS your order has been placed.
2. Full payment must be received **5 business days** prior to the start of services (checks and/or wire transfers must be received **10 days** prior); all replenishment orders during the show must be guaranteed by credit card; any balance of charges due will be billed to this credit card.
3. Any changes for the next day must be made by 3 pm the previous day. Cancellations require a 72 hour notice or full charges will be incurrred; special order items may be reduced; however you will still incur all charges.
4. **Actual service delivery time may range from one hour prior to thirty minutes after your requested delivery time.**
5. 21% Service Charge, 8% Sales Tax, and 3% City Liquour Tax (where applicable) will be added to total.
6. If food/beverage order is less than $50.00 per delivery, a $50.00 delivery fee will be charged.
7. If purchasing alcoholic beverages, the undersigned agrees to comply with all applicable laws regarding the use, sale, serving or other disposition of such alcoholic beverages. Accordingly, the undersigned agrees to indemnify and forever hold harmless Levy Restaurants and the GWCCA from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from the undersigned use, sale, serving or other disposition of such alcoholic beverages.

Please let this letter serve as my formal written authorization and approval for you to charge the below described credit card for any and all charges and costs related to food services at the Georgia World Congress Center. This letter shall constitute my express written permission for you to charge, to the extent not previously paid for, the credit card for the initial deposit, the balance due before the event and any additional charges incurred during the event.

CREDIT CARD AUTHORIZATION

Card Type: ❏ Visa ❏ MC ❏ Amex ❏ Discover ❏ Visa

Other Payment Options: ❏ Check ❏ Wire Transfer *(must be received 10 business days before first show day)*

Name as appears on Card:_____

Credit Card Number:_____ Expiration Date: _____ Security Code: _____

Signature of Cardholder:_____

MAIL, FAX, OR SCAN TO: **LEVY RESTAURANTS** 285 Andrew Young International Blvd., NW, Atlanta, GA 30313-1591
Ph: 404-223-4500 Fax: 404-223-4511 E-mail: foodservices@levyrestaurants.gwcc.com